



Job Title: Development Manager

Job Type: Full-time

Reports to: Executive Director

Salary: \$58,000-\$78,000 (annually)

The Opportunity

Albie Aware Breast Cancer Foundation is named in honor of Alberta “Albie” Carson who lost her fight against breast cancer in 2002. Albie’s husband, Doug Carson, founded this 501(c)(3) nonprofit organization in 2004 to honor his wife and offer hope to others. Today, Albie Aware is supporting people facing breast cancer in the greater Sacramento area. Albie Aware’s mission is to provide life-saving breast cancer testing, prevention education, advocacy and compassionate support.

Job Summary:

This will be the first full-time development staff member for Albie Aware since 2019 and the organization’s third employee. The Development Manager will be responsible for managing and implementing all aspects of the fundraising and development efforts. The Development Manager will work closely with the Executive Director and Board of Directors to develop and execute a comprehensive fundraising plan that supports Albie Aware’s mission and strategic goals.

Responsibilities may include:

- Develop and implement a comprehensive fundraising plan, including strategies for individual giving, major gifts, corporate partnerships, foundation and government grants
- Cultivate and steward donor relationships through regular communication and engagement activities, including written correspondence, phone calls, and personal visits
- Plan, execute and manage post-event follow-up for fundraising events, donor cultivation dinners, community and third-party events
- Write grant proposals and manage grant reporting and compliance requirements
- Enlist the Executive Director, Board of Directors, Founder and key volunteers to coordinate strategic and purposeful solicitation activities for the 20th Anniversary Campaign
- Identify new major gift prospects by reviewing current donor base, incoming new gifts, peer organization donor lists and other research sources
- Develop new content for fundraising appeals, program summaries, social media and website
- Create and maintain a favorable public image of Albie Aware
- Speak to diverse, large audiences about breast cancer, the importance of early detection of cancer especially for populations facing health disparities, Albie Aware’s work and goals
- Collaborate with staff and volunteers on successful execution of fundraising activities and events
- Prepare annual fundraising forecast and fundraising reports to the Executive Director and Board of Directors
- Ensure donor profiles, giving information and data are added, edited and audited in Salesforce
- Manage tracking systems for major donor stewardship and prospect cultivation
- Perform other duties as assigned by the Executive Director

Qualifications:

- Proven track record of success at meeting and exceeding revenue goals
- Minimum of 3-5 years of experience in nonprofit fundraising and development
- Bachelor's degree in nonprofit management, business administration, marketing, finance or related field
- Excellent written and verbal communication skills, including the ability to write effective grant proposals and fundraising appeals
- Ability to work in fast-paced environment and project management skills to manage multiple projects simultaneously
- Highly organized, strong attention to detail and documenting projects, activities, and outcomes
- Knowledge of fundraising processes, procedures, best practices, and trends
- Ability to work collaboratively with staff, volunteers, donors, and community partners
- Problem-solving, research and analytical skills
- Must be able to handle confidential information with discretion
- Proficiency in Microsoft Office suite and donor database software, Salesforce preferred

Physical Requirements:

- Prolonged periods of sitting and working on a computer
- May require standing for extended periods of time
- Occasional lifting and carrying of materials weighing up to 25 pounds
- Must be able to travel in the greater Sacramento area to attend donor meetings, fundraising events, and other activities (Sacramento's Black, Hispanic and Rainbow Chamber meetings)

Work Schedule:

- Monday-Friday, 40 hours per week
- In-person at Albie Aware offices or at meetings in the greater Sacramento area
- Some nights and weekends, especially during October's Breast Cancer Awareness Month

Compensation:

- \$58,000-\$78,000 (annually)
- Medical, vision, dental, life insurance, flexible spending account (optional) and 401k plan
- Three weeks paid time off as well as California state holidays
- Supportive and creative work environment

Applications Instructions:

Albie Aware is an Equal Opportunity Employer. If interested, submit the following documents as PDF to Contact@AlbieAware.org with the subject line "Development Manager".

- Cover letter and resume
- A list of three professional references
- A one-page sample fundraising letter

Please note that failure to submit the required documents may disqualify you from further consideration. Applications will be reviewed on a rolling basis beginning on May 2, 2023.