Sr Officer Development
Job ID 2022-14223

Overview
This position is responsible for the creation and implementation of fundraising plans by researching, cultivating and securing major gifts from individual and/or corporate donors. Primary duties include creating, implementing fundraising plans and achieving set fundraising goals by cultivating and securing individual and/or corporate gifts at the 5k level or above. Manages communications and collateral materials as they relate to individual and/or corporate giving. Cultivate new and current individual and/or corporate donors.

Responsibilities
1. Manages prospect portfolio of major donors ($25,000 and above) by successfully cultivating and soliciting prospects and managing current donors.
2. Work closely with the Development Research staff to identify donor prospects.
3. Oversee the creation and implementation of communication pieces targeted to their prospects and donors that are critical to successful retention and solicitation.
4. Create donor management plans for qualified prospects and donors. Work in conjunction with gifts management team to ensure stewardship goals are achieved.
5. Works with AltaMed program staff to identify strategic priorities for funding.
6. Collaborates and supports innovative programs that attract and cultivate new and current individual and/or corporate donors.
7. Work closely with the Special Events Manager to create events that attract high net worth individual and/or corporate donors.
8. Work with volunteer committees and the chairs of those committees.
9. Develop and deepen existing donor relationships, ensuring that AltaMed maintains effective communications and good relations with donor partners, ensuring they are updated on our work and achievements.
10. Perform all other related duties as assigned.

Qualifications
1. Bachelor’s degree, preferably in a liberal arts field coupled with a minimum of five years of proven fundraising experience in special events and donor/sponsor cultivation.
2. Bi-lingual English/Spanish desirable.

Salary
$80,000 - $115,000 / year

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