Planned Parenthood Los Angeles seeks a passionate reproductive rights champion to join the Individual Giving Team as the Development Senior Manager (Friends by Choice). The Senior Manager is a strategic thinker with an ability to solicit funds through written communications and analyze donor giving data to help grow our mid-level Friends by Choice program. This position also works in support of fundraising for Planned Parenthood Advocacy Project Los Angeles County (PPAP), a 501(c)(4) organization.

Under the supervision of the Director, Individual Giving, the Friends by Choice Senior Manager will manage PPLA’s annual fund cultivation, solicitation, and stewardship programs for donors of $1,000-$24,999 with a focus on increasing giving and improving donor retention. Also work in support of volunteer management, annual solicitation appeals, and donor stewardship for PPAP.

Over one hundred years ago, Planned Parenthood was founded on the idea that everyone should have the information and care they need to live strong, healthy lives and fulfill their dreams. Founded 57+ years ago, Planned Parenthood Los Angeles is one of the largest providers of reproductive health care services in Los Angeles County. The Planned Parenthood Los Angeles (PPLA) team works together to provide high-quality, affordable reproductive health care to women, men, and young people across Los Angeles County. At PPLA, you will discover a culture of like-minded individuals who are eager to make positive contributions to their community and to the Planned Parenthood mission.

All employees of PPLA are defined as Healthcare Workers by current Public Health Orders and are required to be fully vaccinated against COVID-19. Proof of vaccination or an approved exemption must be submitted in order to be eligible for employment consideration.

Our Ideal Candidate will have the following qualifications:

- At least three (3) to five (5) years’ experience in project management and communications required
- At least two to three (2-3) years non-profit and successful fundraising experience with an emphasis on mid-level donor program and annual giving preferred
- Bachelor’s Degree or equivalent work experience as a member of a non-profit Development team required
- Experience working with external vendors including graphic designers, printers, and mailhouse
- Experience with Raiser’s Edge software or similar donor database required, including work with queries, reports, and general database entry preferred
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher, Outlook, PowerPoint) required
- Availability to work flexible hours including evenings as needed
- Ability and willingness to travel within Los Angeles County as needed
- Excellent written and verbal communication skills. Ability to communicate effectively with multiple audiences including staff, board members, donors, and volunteers

About the position:

- Under the supervision of the Director of Individual Giving, manage the mid-level annual fund program by creating, implementing, and monitoring multiple solicitation and
stewardship channels with the outcome of increasing the number of donors, their giving amounts and helping to fill the major gift pipeline

- Project manage compelling donor communications programs, including annual Friends By Choice solicitation mail campaigns, email newsletters, and other targeted donor outreach such as phone solicitation campaigns
- In partnership with the Prospect Research Team, identify prospects to join or upgrade to Friends By Choice giving level. Complete qualification, cultivation, solicitation, and stewardship actions with mid-level donors as assigned. Communicate regularly with donors’ staff-assigned relationship manager and Prospect Research Team to create and align strategy
- Work collaboratively with the Donor Relations and Stewardship team to create meaningful Friends by Choice events and stewardship touches. Complete assigned stewardship calls for Friends by Choice donors
- Under the leadership of the Senior Director, Development, project manage the PPAP annual fundraising campaign, including supporting the PPAP Fundraising Committee. Includes data management, communications, volunteer coordination, staffing meetings, and coordinating gift processing and acknowledgement with the Individual Giving Coordinator
- Confirm accuracy of Individual Giving Coordinator’s entry of all Friends By Choice and PPAP gifts into donor database as well as timely pledge payments and personalized gift acknowledgement letters. Manage stock gifts and electronic fund transfers for the department
- Attend events as assigned

**Generous salary and benefits package includes:**

- Medical, dental, and vision coverage options for you and eligible dependents
- Free basic life/AD&D policy with additional voluntary coverage options
- Short Term Disability, Critical Illness and Accident policies
- 403(b) Retirement plan with up to 3% employer match
- Medical and Dependent Flexible Spending Account plans
- Public Transportation and Commuter Pre-Tax Reimbursements
- Generous vacation, sick, and holiday benefits

Salary range $63,000-70,000

Submit your resume today!  [https://jobs.lever.co/PP-la/5143d157-3a7f-47a2-ac3a-592fd61fa9db?lever-origin=applied&lever-source%5B%5D=AFPGLAC](https://jobs.lever.co/PP-la/5143d157-3a7f-47a2-ac3a-592fd61fa9db?lever-origin=applied&lever-source%5B%5D=AFPGLAC)

Planned Parenthood Los Angeles is an Equal Opportunity Employer. We value a diverse workforce and inclusive workplace. People of color, people with disabilities, and lesbian, gay, bisexual, and transgender people are encouraged to apply. We consider all applicants without regard to race, color, ancestry, religion, gender, gender identity, gender expression, national origin, age, disability, socio-economic status, marital or veteran status, medical condition, pregnancy status, sexual orientation, or genetic information. PPLA will consider for employment qualified applicants with criminal histories in accordance with the requirements of Los Angeles Fair Chance Initiative for Hiring.