

United Cerebral Palsy of the Inland Empire

Donor Development Manager

Full Time

Management

Palm Desert, CA, US

Salary Range: \$60,000.00 To 70,000.00 Annually

BASIC FUNCTION: The Donor Development Manager will administer and implement UCPIE's long-term development plan.

QUALIFICATIONS: The Donor Development Manager must be able to meet personnel requirements: background check through FBI & DOJ, valid CA driver's license, proof of insurance, registration, and have own means of transportation; a Bachelor's Degree in social work, communications or related field; or equivalent experience and advanced training. Donor Development Manager must have a minimum of three year's experience working in fund development and be familiar with all aspects of the essential work performed in donor development. Must have background of five years in non for profit work.

REPORTS TO: President/CEO or designee.

SUPERVISES: Development Program Assistant

DUTIES AND RESPONSIBILITIES:

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Planning:
 - a. Collaborates with executive staff, Board, Fundraising and Development committees to identify strategies to achieve UCPIE's long term development goals.
2. Duties:
 - a. Implement development plan
 - b. Cultivate new donor relationships and maintain on-going donor relationships
 - c. Develop donor relationships via special events, UCPIE communications and community events
 - d. Maintain Donor Relationship Management Systems (CMS)
 - e. Develop relationships and collaborate with key stakeholders and the community
 - f. Act as staff liason for board of directors Fundraising and Development committees
 - g. Assist in the creation of communications for UCPIE leads, donors and community
 - h. Identify grant funding opportunities
 - i. Write, submit and manage grant proposals
3. Competencies:
 - a. Leadership

- b. Communication
 - c. Time Management
 - d. Teamwork
- 4. Other Duties:
 - a. Other duties as assigned
 - b. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- 5. Work Environment
 - a. Indoor office setting, although job duties will also require work in outdoor outreach events and fundraising events.
 - b. This role routinely uses standard office equipment such as: laptops, computers and smartphones. This role often works across departments within UCPIE in a helpful manner.
- 6. Physical Demands
 - a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
 - b. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Employee may at times be required to lift and carry items over 20 pounds.
- 7. Position Type/Expected Hours of Work
 - a. This is a full-time exempt position. This position may require more than the standard 40-hour work week, includes evening and weekend work in addition to travel on behalf of the agency. This job description and or position may be changed by the company at any time due to restructure of the organization with or without notice.

Apply online at ucpie.org