

Friends of the Children Coachella Valley

Advancement Manager
Coachella Valley, CA
\$80,000 – \$90,000 Annually

Job Title: Advancement Manager
Department: Advancement
Reports To: Friends of the Children Coachella Valley Executive Director
Status: Full-Time
Location: Coachella Valley, CA

POSITION SUMMARY

The Advancement Manager plays a vital role in advancing the mission of Friends of the Children Coachella Valley by cultivating meaningful relationships with donors, partners, volunteers, staff, and community stakeholders throughout the Coachella Valley. Guided by the Friends of the Children values, this role supports fundraising and engagement efforts centered on long-term youth mentoring, while fostering a long-term community investment. The Advancement Manager serves as a local champion for Friends of the Children, helping to change the way the Coachella Valley supports and views our most vulnerable youth, and supports a one-of-a-kind long-term mentoring model.

VALUES IN ACTION

At Friends of the Children, our values guide how we work and lead. They apply to our youth, team, volunteers, and partners. The Advancement Manager is expected to model these values in all interactions, using them to inform decisions, build trust-based relationships, collaborate across teams, and represent Friends of the Children Coachella Valley with integrity, humility, and respect.

KEY RESPONSIBILITIES

Donor & Community Engagement

- Build and steward long-term sustainable relationships with individual donors, local businesses, foundations, and community partners across the Coachella Valley

- Support donor cultivation and stewardship through meetings, site visits, events, and personalized communication
- Serve as a visible and engaged representative of Friends of the Children Coachella Valley throughout the community
- Partner with the Executive Director and board members to support local fundraising, advancement, and engagement efforts
- Be able to actively engage and energize staff, volunteers, board members, committee members, alumni, partners, and funders in identified activities

Fundraising & Advancement

- Support the development and growth of a major gifts program
- Assist with donor prospecting, research, tracking, and follow-up
- Lead annual fund initiatives, campaigns, and special appeals at the chapter level
- Coordinate donor acknowledgments, stewardship materials, and impact reporting
- Ensure fundraising practices align with organizational values and ethical standards
- Expand local revenue-generating and fundraising activities to support existing program operations and annual chapter growth

Events & Volunteer Engagement

- Plan and execute chapter fundraising and engagement events that reflect the culture and values of the Coachella Valley community
- Support volunteer, partner, and ambassador engagement efforts
- Ensure events are inclusive, mission-centered, well-executed, and beneficial

Storytelling & Communications

- Collaborate with program and communications staff to share youth impact stories responsibly and respectfully
- Support values-aligned storytelling that centers youth strengths and long-term outcomes
- Assist with local communications, including newsletters, donor engagement, and community outreach materials

Systems, Reporting & Accountability

- Maintain accurate donor and engagement records
- Track fundraising and engagement metrics to prepare reports as needed
- Support compliance with ethical fundraising practices and donor confidentiality

QUALIFICATIONS

Required

- Must be a self-starter and goal-driven
- Bachelor's degree or equivalent experience
- Excellent written and verbal communication skills
- Experience with donor CRMs and fundraising systems
- Commitment to community building, education, and youth-centered work
- Strong relationship-building skills and comfort engaging with diverse stakeholders.
- Five years of experience in non-profit fundraising, major gift development, and/or related fields
- Ability to work evenings and weekends as needed for meetings, events, and community engagement

Preferred

- Bilingual English/Spanish
- Experience in the start-up of a business or non-profit
- Experience with youth-serving or community-based organizations
- Knowledge of the Coachella Valley community and philanthropic landscape

Key Competencies

- Collaboration, adaptability, and initiative
- Cultural humility and community awareness
- Values-driven and relationship-centered approach
- Strong organization, follow-through, and attention to detail.
- Ability to manage multiple priorities in a dynamic environment

Compensation & Benefits

- Salary range: \$80-90K, depending on experience
- A robust, cohesive Local and National team committed to chapter success, innovation, and high standards
- Benefits include health insurance, retirement plan, generous paid time off, and extensive professional development opportunities

Applications without cover letters will not be considered; please use this as an opportunity to convey why you want to be Advancement Manager for Friends of the Children Coachella Valley.

Friends of the Children is growing rapidly as communities across the country are experiencing the power of how “One” changes a child’s story: One Friend. One Child. 12+ years. No matter what.

Friends of the Children is an Equal Opportunity Employer, committed to addressing discriminatory practices. The equal employment opportunity policy of Friends of the Children provides fair and equal opportunities for all employees and job applicants. Friends of the Children hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

To learn more about Friends of the Children go to: <https://friendscoachellavalley.org/>

Apply here: <https://friendsofthechildren-national.hiringthing.com/job/983639/advancement-manager-coachella-valley-2025>