

Opportunity with AFP San Diego Chapter:

Chapter Manager – Association of Fundraising Professionals, San Diego

Seeking a positive, dynamic, well-organized manager for the San Diego Chapter of the Association of Fundraising Professionals (AFP), part of the largest international network of development professionals stimulating a world of greater generosity and positive social change. This multi-faceted position represents a great opportunity for the right individual to help grow the organization through sound management practices and innovation. The ideal candidate likes people, embraces change, and thrives in an atmosphere comprised of talented and capable development professionals, organizational leaders and members, and the philanthropic community. Responsibilities involve chapter administration, budget and communications management including the website and member communications, working with the board of directors, coordinating educational programs; and event planning, coordination, and implementation.

The Chapter Manager:

- Works closely with the AFP Board of Directors, comprised of about 25 volunteer leaders from San Diego's nonprofit community, managing priorities and logistics
- Supports board members as needed to execute AFP initiatives/implement operations
- Plans and manages National Philanthropy Day, an annual event attracting close to 1,000 nonprofits, for profits, development professionals and community leaders
- Manages website, communications, and logistics for monthly education programs
- Manages AFP's daily finances working within an approved budget, and supports the Treasurer in preparation for Finance Committee meetings
- Is the face of the organization at programs, events, and in regular communications
- Cultivates relationships with local partners on behalf of AFP
- Is the go-to problem solver for AFP San Diego

Required Skills:

- Experience managing board/volunteer leaders
- Excellent verbal and written communication skills
- Superior organizational skills and experience multi-tasking
- Nonprofit and/or association management experience
- Experience working within a budget
- Strong decision-making skills involving good judgment and high ethical standards
- Computer skills – Word, Excel, Power Point, C-vent, relationship management software
- Website management experience
- High degree of professionalism
- Advanced social skills

Desired Skills:

- Fundraising knowledge preferred
- Some graphic design experience

Compensation:

This is a contract employee with no healthcare benefits. Salary range of \$50,000 to \$65,000, commensurate with experience.

Please send cover letter and resume to AFPSD Selection Committee at jobsafpsd@gmail.com by December 7th.