



Title: Assistant Manager, Development Partnerships

Status: Full-time, Exempt

Department: Development

Reports to: Senior Manager, Corporate Partnerships

Salary: \$63,000-\$68,000/annually

POSITION SUMMARY

Under the direction of the Senior Manager, Corporate Partnerships, the Assistant Manager, Development Partnerships is an integral member of the development team at Feeding San Diego (FSD). Focused on expanding corporate giving, volunteer service revenue, and local cause marketing and benefit events, this position is responsible for strengthening fundraising results through corporate employee engagement, fundraising campaigns, fund drives, local and national cause marketing, and benefit events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *Evening and weekend work required as determined by operational needs or as assigned.*

- Increase philanthropic revenue for the organization through low to mid-level corporate employee engagement opportunities, fund drives, fundraising campaigns, cause marketing, and benefit events.
- Coordinate the corporate employee engagement program including the implementation of cross-functional processes, network and industry research, and working closely with the Senior Manager, Corporate Partnerships and Senior Manager, Volunteer Services team to identify and implement creative and meaningful employee engagement opportunities. Actively promote employee engagement opportunities to corporate groups.
- Manage overall success of Peer-to-Peer fundraising campaigns, including coordination of fundraiser tool-kits and working closely with Donor Services & Insights Manager to update campaign pages, etc.
- Implement local cause marketing and third-party events, both nationally and locally, as well as other emerging fundraising initiatives.
- Coordinate and implement a benefits fulfillment plan and a stewardship plan for all corporate gifts in collaboration with the Senior Manager, Corporate Partnerships and the Director, Marketing and Communications.

INTERACTION

This position interacts closely with development, marketing and communications, and volunteer programs staff, and provides information to staff, donors, potential donors, individuals in need, volunteers, FSD board and staff, as well as other stakeholders from the community.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

Bachelor's degree in communications, business administration, or related field of study, along with two years of professional experience in nonprofit fundraising, development and customer service, or an equivalent combination of education and experience.

QUALIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES

- Project management experience, with tools such as SmartSheets
- Demonstrates good judgment and exceptional attention to detail

- Experience using a CRM database, such as SalesForce
- Ability to quickly resolve conflict using tact, sensitivity, and discretion
- Excellent oral and written communication skills; organizational skills
- Proficiency in Microsoft Office, Outlook and Excel
- A professional demeanor with an aptitude for analytical thinking and problem solving
- Responsible, well organized, and demonstrates initiative
- Excellent customer service skills, both in-person, virtually, and on the telephone
- Ability to work under pressure with tight deadlines
- Ability to work independently and collaboratively
- Must have excellent customer service skills
- Must have reliable transportation to travel and transport materials to off-site meetings and events and possess and maintain a valid California driver's license including continuous proof of a satisfactory driving record and personal vehicle insurance coverage and insurability under the Agency's insurance carrier standards.

PHYSICAL, MENTAL & ENVIRONMENTAL REQUIREMENTS

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. While performing the duties of this job, the employee is regularly required to:

- Must live in San Diego county; This position is currently a hybrid-position, working both at FSD HQ and remotely
- Must be willing to work evenings and/or weekends that coincide with events and meetings.
- Performs work in an office and warehouse space housing food bank warehouse operations which may occasionally create an exposure to cold, dust and pollens.
- Sit and/or stand for extended periods, walk, bend at the waist and knees, kneel and uses hands, arms and legs for dexterity, balance and climbing stairs frequently. Must be able to sit for prolonged periods of time.
- May lift, carry and balance objects weighing up to 30 pounds.
- Pulls and pushes such objects as file drawers and supplies.
- Prioritizes and multi-tasks work and projects requiring good memory, concentration and analytical thinking.
- Occasionally is required to perform the safe operation office equipment and machines, and recognize and abate safety hazards within the workplace.
- Must be able to hear, see including peripheral vision and distinction of colors, read and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.

For consideration, please submit your resume with cover letter to fburnett@feedingsandiego.org On subject line include: Asst. Manager Development Partnerships