JOB PURPOSE:

Oversee and manage all development-related programs and functions with the aim of properly engaging supporters in the organization, making them feel as part of the BLCI family.

DUTIES AND RESPONSIBILITIES:

- Review, update and implement BLCI’s annual fundraising plan to achieve the annual financial goal
- Manage all staff, consultants, committees and volunteers in development functions
- Implement a fundraising plan with annual benchmarks for the engagement of donors and partners that includes individuals, corporations, foundations, government and other nonprofit organizations that support BLCI
- Review, update and implement BLCI’s annual fundraising plan to achieve the annual financial goal
- Drive all fundraising efforts including grant making, tracking, special events, direct mail and online fundraising, major, special and community giving strategies and stewardship
- Manage every aspect of the gift cycle including initiating contacts, developing and implementing cultivation strategies, moving potential donors to solicitation and closure, making solicitations when appropriate, and managing all donor stewardship activities
- Oversee the implementation of a donor software program and manage staff responsible for data entry and gift processing
- Supervise the Development Associate
- Manage BLCI’s outside consultants for grant writing, special events, marketing communications and online fundraising/direct mail
- Manage the BLCI website, social media, and online fundraising
- Manage the Board Fund Development Committee, the Planned Giving Committee and ad hoc committees as needed
- Represent BLCI at civic and community events
- Plan special events for elected officials
- Ensure compliance with all relevant regulations and laws, maintain accountability to donors, and ensure compliance with the ethical standards of professional conduct

REQUIRED QUALIFICATIONS:

- Bachelor’s degree or higher in a related field
- Minimum 5 years’ experience working in development and stewardship activities.
- Strong commitment to ethical standards and donor privacy
- Commitment to continuous learning.
- Provide proof of eligibility to work in the United States
Must be able to drive, hold a valid California driver’s license, use BLCI and personal vehicle and provide proof of insurance

**PREFERRED QUALIFICATIONS:**

- Master’s degree in a related field
- Bilingual Spanish/English
- Demonstrated experience managing staff and volunteers
- Knowledge of donor software and other fund development
- Communicates effectively with supervisor (accepts feedback, addresses concerns, and remains professional)
- Maintains professionalism in the community
- Ability to work weekends and late nights
- Open to Contract Work

**SUCCESS ESSENTIALS:**

- A proven passion for, commitment to, and success in working with underrepresented communities including a deep knowledge of and sensitivity to the needs of that population
- Strong interpersonal skills that forge productive relationships across broad sector lines (clients, staff, funders, donors, community partners, community leaders, public officials, etc.)
- Proven success as a strong and effective advocate
- Capacity to inspire staff, volunteers and donors to action
- A clear vision for the future and the ability to plan and execute measurable results
- Demonstrated wisdom and thoughtfulness in dealing with challenging and complex issues among competing interests
- Ability to manage, prioritize, set and meet deadlines
- Exhibits high standards of ethics, accountability, and leadership skills
- Demonstrates the ability to work independently or in a team, take initiative, and make appropriate work related decisions

**ESSENTIAL JOB FUNCTIONS & WORKING CONDITIONS:**

- Ability to stand, sit and walk for long periods of time. Accommodations can be arranged if needed
- Participation in certain activities may require light to moderate movement
- The work environment characteristics described here are representative of those a staff member encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

**TERMS OF EMPLOYMENT:**

- Full-time
- Commensurate with experience and education
- Full benefits including medical, dental, and retirement plan
- FLSA status: Exempt
- Successfully pass background check

**WORK LOCATION:**

- Barrio Logan College Institute, 2114 National Ave. San Diego, CA 92113
- Events around San Diego as needed
- COVID-19 considerations: Remote opportunities during Covid 19
I have received, reviewed and fully understand the job description for the Chief Philanthropy Officer. I further understand that I am responsible for the satisfactory execution of the duties and responsibilities described therein, under any and all conditions as described.

Employee Name_________________________________________ Date________________

Employee Signature_______________________________________

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