



Advancing Senior Care
in the Jewish Tradition



SEACREST VILLAGE
RETIREMENT COMMUNITIES

Foundation Special Events Producer/Manager

Full time- Salary DOE- \$62,000.00 - \$65,000.00

SEACREST FOUNDATION

Seacrest Foundation is a not-for-profit 501(c)3 organization whose mission is to provide funding to Seacrest Village Retirement Communities and Jewish Home Care Services, Inc. The purpose of these two organizations is to enhance the quality of life for seniors who live at Seacrest Village or who may live in their own homes in the San Diego Community.

No matter what your job/position is within the Seacrest Family (Seacrest Foundation, Seacrest Village, Jewish Home Care Services, Inc.), you share one principle function - to ensure Seacrest residents and clients receive the best care and service and that the San Diego Community knows that they can rely upon our teams to take care of those in need. The one thing you will always be held accountable for is the exercise of your best judgment. If you enjoy collaborating with colleagues who work as a team in every sense of the word, then you deserve to be a part of the Seacrest Family.

I. BASIC PURPOSE OF POSITION:

Evaluate, plan, implement and oversee the daily operations of all special events and public relations efforts for Seacrest Foundation. Helps the Foundation to prosper by increasing the donor base. Grows the efforts of the Seacrest Foundation volunteer committees: Guardians of San Diego and the Women's Auxiliary. Creates and Maintains Seacrest Foundation Events pages of Seacrest Village website to insure an excellent experience for potential and current contributors. Responsible for implementation of upgrades and conversions to Donor Perfect and Greater Giving databases. Acknowledges all contributions for events with timely letters/emails/phone calls and proper recording in databases. Produces portions of the Foundation news publication, Happenings Magazine, biannually, along with Director of Philanthropy.

II. CUSTOMER/CLIENTS SERVED BY POSITION:

Director of Philanthropy, Chief Foundation Officer, Seacrest Foundation Board members, Women's Auxiliary committee members, Guardians of San Diego committee members, contributors, and other community members.

III. OUTCOME WHEN JOB IS DONE WELL:

The Director of Philanthropy will enjoy the satisfaction of an organized, detail-oriented Foundation Events Manager who sets and meets deadlines and is confident that events are professionally well planned, thoroughly carried out and whose efforts result in meeting or exceeding budgets for events for Seacrest Foundation. Seacrest Foundation will receive consistent, creative, and informative public relations through press releases. The Foundation Events Manager is competent and operates with minimal supervision from the Director of Philanthropy.

IV. EDUCATION REQUIREMENTS:

Minimum of B.A. degree in Business Administration, public relations, marketing, non-profit management, fundraising/development, or related field. Five (5) years' work experience in field is acceptable in lieu of a degree.

V. EXPERIENCE REQUIREMENTS:

Minimum two (2) years' experience in the management of non-profit special events or similar experience.

VI. SPECIAL SKILLS, LICENSES, CERTIFICATION AND /OR SPECIAL TRAINING

REQUIREMENTS: Current class C driver's license. Excellent interpersonal working skills with various age groups. Leadership, organizational, and managerial skills while working in the community are beyond reproach. Excellent budgetary skills. Confidentiality imperative when related to gifts or contributions on behalf of Seacrest Foundation. Must be comfortable with technology, able/interested in learning new technical systems, Video Conferencing proficient (Zoom, Teams, etc.), Microsoft Office proficient, especially in Excel; experience in Greater Giving, Donor Perfect, or other fundraising/event/donor software a plus. Must be able to pass pre-employment TB exam and physical and able to obtain fingerprint clearance per licensure for Title 22.

VII. ESSENTIAL JOB DUTIES THAT MUST BE SAFELY PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATION WITHOUT POSING A DIRECT THREAT TO OTHER EMPLOYEES, RESIDENTS AND STAFF:

WORK PERFORMANCE – job knowledge, quality, productivity, planning, creativity, initiative

1. Evaluate, plan, implement and oversee all fundraising activities and special events for Seacrest Foundation, working with volunteer committees from Guardians of San Diego and Women's Auxiliary from concept to end.
2. Establish and manage budgets for fundraising events. Prepare balance sheets showing net results. Solicit and collect outstanding ticket or pledge amounts.
3. Obtain cost estimates, negotiate, and contract for services and goods required by Seacrest Foundation in conjunction with their fundraising activities.
4. Assist the Women's Auxiliary and Guardians of San Diego to maintain and increase annual membership through effective billing of dues, annual direct mail membership drives, and other efforts.
5. Ensure that the Guardians of San Diego and Women's Auxiliary receive the support services and assistance necessary for their development of new membership and leadership.
6. When necessary, obtain estimates and negotiate the services of graphic designers, photographers, production teams, artists, and printers for events, invitations, programs, signage, and magazine.
7. Manage the public relations of Seacrest Foundation, analyze needs, and implement programs that meet defined goals and objectives of the Foundation. Prepare and review press releases, media kits for submission to the media for events and as requested by the Director of Philanthropy.
8. Maintain by-laws, and arrange annual meeting, for Guardians of San Diego and assist support/committee groups in following Parliamentary Procedure.
9. Assist with the continued growth of the donor data bases held by Seacrest Foundation.
10. Acknowledges all contributions for events with timely letters/emails/phone calls and proper recording in databases.
11. Work in a cooperative manner to maintain a positive relationship with other Jewish and secular organizations.
12. Maintain respect for Seacrest Village residents' and Seacrest Foundation contributors' confidentiality and privacy.

13. Write brochures, letters, and other fundraising materials for the Women's Auxiliary, Guardians of San Diego, & Seacrest Foundation.
14. Schedule and attend meetings and serve as liaison between Seacrest Foundation and the Women's Auxiliary and Guardians of San Diego volunteer committees.
15. Maintains and updates the Seacrest Foundation events pages on the Seacrest Village Retirement Communities' website. Responsible to work with website company, Donor Perfect, and Greater Giving to create and implement new web pages/donation forms as needed, and build out event online registration/donation forms, etc.
16. Responsible for updates and maintenance of donor records of the Donor Perfect and Greater Giving databases.
17. Responsible for managing timely completion of all tasks required to produce events. Must be able to effectively delegate to volunteers and others in department (including supervisor) as needed to accomplish this.
18. Oversees all Seacrest Foundation events held at Seacrest Village.
19. Additional duties as assigned by supervisor.

FACTORS AFFECTING WORK PERFORMANCE - Attendance, dependability, achievement, interpersonal skills

1. Make time to have fun at work, laugh, breathe, and smell the roses.
2. Regular, punctual attendance. Flexibility in schedule as it may include some weekends, evenings, and holidays.
3. Additional duties as assigned by supervisor with minimal direction necessary.
4. Attend Seacrest Village employee staff meetings when time permits.
5. Timely completion of work assignments.
6. Be a team player and able to get along well with co-workers and other departments. Create and maintain a positive work environment based on individual respect, responsibility, personal, and professional growth.

MISSION, VISION, POLICY AND REGULATIONS - SV Philosophy, judgment, adherence to policy, and regulatory

1. Represent Seacrest Foundation in a professional and positive manner within and outside the community, appearance and attitude. Wear appropriate clothing and name badge per policy.
2. Mission - Familiarize self with Seacrest Village & Seacrest at Home policies and procedures and same with the Jewish tradition as observed by SV residents, family and guests.
3. Fire/Disaster, Safety and Workers Compensation - Promote a safe environment within the Seacrest facility which includes fire and accident prevention, maintenance of sanitary conditions and assurance that you understand your role in the event of a disaster or other disruption of services. Observes safety regs; wear and use appropriate equipment, reports all work injury incidents immediately to supervisor/HR and completes paperwork; provides work injury solutions for future prevention.
4. As a matter of SV policy and federal and state law; attends HIPAA training, follows HIPAA confidentiality and privacy policy, applies "minimum necessary", "needs to know" guidelines on all PHI information and reports non-compliance violations to Privacy Officer.

5. As a mandated reporter per DOJ requirements: attends Mandated Reporter Abuse training meetings, will report all abuse incidents; physical, emotional, financial, sexual, verbal, completing the 1) SOC 341 form, mailing or faxing, 2) calling the ombudsmen and/or department of health services; Assisted Living and Independent Living, call ombudsmen, and APS (adult protective services) and, 3) informing supervisor so resident can be protected.
6. Follow the corporate compliance standard and employee code of conduct, of performing work with an ethical behavior and utilizing proper business conduct and professional practice, that complies with applicable laws, rules and regulations; as serving the residents, preserving the organizational reputation, maintaining resident/employee trust, community respect. Reports non-compliance or concerns to Corporate Compliance Officer.

NON-ESSENTIAL JOB FUNCTIONS: Run errands on behalf of the department, handle routine foundation inquires and correspondence, help as needed with any donation acknowledgement and processing tasks, other duties as assigned. Teamwork makes the dream work!

EQUIPMENT REQUIRED IN THE PERFORMANCE OF ESSENTIAL JOB

DUTIES: Computer, Copier, Fax, printer, and telephone, calculator.

PHYSICAL REQUIREMENTS: Requires ability to sit (or stand – your choice!) at desk for several hours at a time. Able to stand on feet for several hours at a time during planned special events. Constant use of hands for tasks including but not limited to inputting data on the computer, filing documents, and writing notes, etc. Requires viewing of computer monitor. Excellent vision and hearing. Able to lift up to and move unassisted, 25 lbs.

TO APPLY

Please go to our website at

1. <https://www.seacrestvillage.org/work-with-us/current-opportunities/>
2. Click on the position title
3. To apply –click on “**Apply Now**”.
4. Create an account – by entering your email address and your own created password, will start the process for creating an application online for Seacrest Village Retirement Communities.
5. Application information – be sure to complete all the fields. If you can’t remember a date or number, you can always come back to complete the application. Don’t forget your password! Until all the required information is completed, the application will show as “incomplete”.

Thank you and best of luck!