

Are You Ready To Make A Difference?

Development Associate at Fresh Start Surgical Gifts

Benefits & Features

- Salary - \$65,000-\$68,000
- Medical, dental, vision, LTD, and life insurance
- Retirement plans with company match

POSITION SUMMARY

Reporting to the Chief Development Officer, Development Associate will have significant involvement in fostering Fresh Start Surgical Gifts' culture of philanthropy, enhancing its relationship with key stakeholders, and promoting the extension of its services in the community. This role will help plan, organize, and manage Fresh Start Surgical Gifts' monthly giving, and donor stewardship and gift management strategies. This role also provides support for our events; our annual gala and celebrity golf tournaments and various other smaller events throughout the year. This is an excellent opportunity for a collaborative, creative, and innovative philanthropy professional to boost awareness of Fresh Start Surgical Gifts impact and assist in developing long-term collaborations and partnerships that enrich community and patient services.

DUTIES & RESPONSIBILITIES

Donor Relations

- Implement plans for the retention of donors, including regular correspondence and phone calls; recognizing donor gifts per the gift acknowledgement procedure; tracking demographic information in the donor database.
- Take the lead in scheduling, planning and implementation of regular events to connect with donors, which may include virtual CEO Connectors and in-person Partner Events.

Fundraising

- Data entry of donations.
- Manage & Grow Monthly Giving Program
- Maintain donor records.
- Prepare and distribute donor gift receipts and acknowledgements.
- Create and run queries and reports for management and to support appeal campaigns.
- Coordinate direct mail projects, completed both in-house and with third party vendors.
- Interface with Finance department for routine reconciliation procedures.
- Assist in the execution of social media, direct mail, e-blasts, advertising, etc.

Events

- Assist in all event processes related to registration and fundraising, including:
- For donor events (virtual and in-person), coordinate with Events Director for all planning and implementation for invitations, registration, facility, food & beverage, AV, on-site set-up and tear down, staffing and volunteer requirements and scheduling.

Administrative:

- Schedule meetings and strategy sessions and prepare agendas, meeting materials and minutes as required for Development team.
- Assist in activities related to Fresh Start Surgical Gifts representation at conferences, community events, street fairs, fundraising events and other development activities.
- Provides support to CEO, Chief Development Officer and Events Director
- Other duties as assigned.

Annual Fund/Monthly Giving

- Assist in creating and implementing a comprehensive, multi-channel annual fund initiative.
- Work with the Marketing & Communications team to develop promotion and recognition tools for donors (website, print pieces, email content, story/pic/video library, frames).

Stewardship & Gift Management

- Maintain donor files, working with our Fund Development and Finance teams to ensure consistency between the donor database and accounting system.
- Support fundraising events, including managing logistics, RSVPs, invitations, and pre/post-event follow-up; help implement strategies to convert event donors to organization donors.
- Assist with donor cultivation events and attend networking events, as needed.

Requirements:

- Bachelor's Degree in Marketing, Communications, English or related field, or commensurate experience.
- 3 years experience preferred.
- Success with growing monthly giving a plus.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, including ability to manipulate Excel data and execute mail merges.
- Must have access to reliable transportation and ability to work at multiple locations.

Physical requirements:

- Primarily sedentary with intermittent standing, walking, bending and stair climbing.
- Occasional light lifting and carrying of objects weighing up to 35 lbs.
- Ability to work in a standard office environment at a computer, including repetitive use of a keyboard and mouse.
- Position requires occasional work on nights and weekends.

This position is exempt and is paid according to state and federal laws. Candidates selected for hire are required to undergo a background screening.

Fresh Start Surgical Gifts is based in San Diego County, CA with locations in Chicago, IL and San Antonio, TX. We also have an office in Carlsbad and Old Town, San Diego and the option to work from home part of the week. Some travel. Please submit a brief cover letter and resume to Margaret@FreshStart.org

Full Time with Benefits which include Healthcare, Dental and 401k with employer matching.

Job Type: Full-time

Salary: \$65,000-\$68,000

Benefits:

- Retirement plans with Company matching
- Dental insurance
- Health insurance

8 hour shift • Monday to Friday with weekend availability



OUR STORY

Since opening our doors in 1991, Fresh Start Surgical Gifts has focused on transforming the lives of infants, children and young adults suffering with physical or cosmetic deformities through the gift of plastic and reconstructive surgery and related medical care at no cost to the patient or family. Fresh Start Surgical Gifts is a champion for underrepresented communities across the United States and around the globe, providing families in need with access to high quality medical care regardless of

their ability to pay. Visit Fresh Start.org and take 4 min to watch:
<https://www.youtube.com/watch?v=O9BVXvRmBRk&>

Leadership & Culture

Fresh Start Surgical Gifts is led by an exceptional executive team, dedicated to fostering a culture of inclusivity, transparency, and growth, both personally and professionally, providing substantial professional development opportunities for staff. Fresh Start Surgical Gifts also works hard to ensure the diversity of staff reflects the communities we serve. This position reports to the Chief Development Officer and will join an engaged and energized team of professionals working collaboratively.