



San Diego LGBT Pride

Job Description – Philanthropy Coordinator

Job Title:	Philanthropy Coordinator
Reports to:	Director of Philanthropy
FLSA Status:	Exempt
Position Type:	Full-Time
Salary:	\$47,000 - \$50,000/yr
Benefits Include:	Medical and Dental Health Coverage, Vacation and Sick PTO, Professional Development Opportunities

SUMMARY

San Diego LGBT Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, respect, and equality for the LGBT community. San Diego LGBT Pride is one of the oldest LGBT-serving nonprofits in San Diego, and is best known for our annual flagship celebration - the San Diego LGBT Pride parade and festival that brings together more than 350,000 individuals from San Diego and across the country. San Diego LGBT Pride is also the most charitable Pride celebration in the world, having distributed over 3 million dollars to LGBT-serving nonprofits since 1994.

The Philanthropy Coordinator will play a key role in fulfilling this mission by assisting the Director of Philanthropy with engaging, stewarding and thanking donors to the organization. They will also help administer the annual Pride Community grant program. This position is perfect for an individual looking to gain valuable real world fundraising experience at a nonprofit working to benefit San Diego's LGBT community.

ESSENTIAL DUTIES & RESPONSIBILITIES

Under the direction and guidance of the Director of Philanthropy, the Philanthropy Coordinator will assist with the solicitation, tracking and thanking of donors including individuals, corporations, foundations and in-kind donors such as media partners. This individual will be the “department expert” on our newly established donor database, so it is very important they are comfortable with donor software. They will be responsible for tracking sponsorship fulfillment for our corporate sponsors throughout the year, and be the main contact and solicitor for a growing portfolio of in-kind donors and media partners valued at over \$500,000. Other administrative tasks related to this position include acknowledging gifts and donations on a monthly basis, helping support gift campaigns and special events, managing the administration for the Community Grants Programs, and writing small grants. This is a highly visible position requiring professionalism and extreme attention to detail. Working some weekends and evenings will be required.

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Education:** A bachelor's degree is preferred but not required. Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.

- **Experience:** 1-2 years of fund development experience with special emphasis on donor relationship management, donor prospecting, and direct solicitation experience. Knowledge of Moves Management a plus.
- Excellent written, oral, interpersonal and presentation skills. Ability to professionally interact with a variety of constituencies including donors, volunteers, staff, visitors, government officials and the general public
- Well organized, and strong telephone skills. Detail and big picture oriented. Proactive with problem solving abilities.
- Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people. Demonstrated passion for obtaining resources for marginalized communities a plus.
- Ability to work independently and as part of a team.
- Advanced computer skills including experience with MS Office Suite and with a donor database like Donor Perfect or Neon a plus.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

WORK ENVIRONMENT

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

TO APPLY

Send a resume and cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****