



## **REGIONAL AFFILIATES SPECIALIST**

We are seeking an experienced Regional Affiliates (RA) Specialist who will partner with the RA Director and Manager in efforts to increase philanthropic membership growth, communications, and the affiliate grants process. The RA Specialist will support efforts to increase community awareness and understanding of San Diego Foundation and its mission. This position plays a vital role in expanding Regional Affiliates growth throughout the San Diego region.

***Essential duties and principal responsibilities include but are not limited to:***

### **Membership Recruitment and Retention**

- Partner with RA Director and RA Manager in planning and execution of membership building and retention strategies
- Manage processes for membership applications, renewals, and resignations.
- Update and maintain complete and accurate membership records
- Track membership statistics, prepare and present reports to Foundation and Affiliate leadership
- Compile membership recruitment research, and develop documents, spreadsheets, and presentation materials as required
- Process acknowledgement letters and welcome packages for new members
- Create and continuously update recruitment and welcome kits and send to prospective and new members
- Provide high level customer service to members and the community
- Maintain integrity of the membership database to ensure accurate and complete data of members (past and present) and prospective members.
- Pull fund statements ahead of board meetings as required. Manage, propose, implement, and maintain processes to ensure a smooth workflow
- Compose, prepare, edit, and proof correspondence, to include reports, letters, invoices, press releases, within each affiliate's deadlines
- Update and prepare all membership marketing materials
- Prepare board minutes for all affiliate board meetings

Other responsibilities as needed to increase philanthropic membership growth.

### **Grantmaking Support**

- Assist with submission of RFP language to Grant Manager and manage online grant applications
- Manage processes to ensure successful grant selection to include tallying surveys, ballots, grant proposals, and site visit evaluations
- Provide accurate analysis of evaluations
- Grant Seekers Forum Support

## **Communications**

- Create and distribute professional, compelling affiliate communications (to include invitations, membership emails, blog content, PowerPoint presentations, and social media content)
- Keep all affiliate brochures and websites up to date
- Create and distribute compelling membership renewal and annual campaign materials

## **Events**

- Manage the planning and implementation of high-quality affiliate events, including Grants Celebrations, social gatherings, and annual activities.
- Develop compelling content and materials for affiliate programs and events
- Ensure that all lists for invitations and communications are complete and accurate
- Track RSVPs and adjust event support as applicable
- Manage any unexpected issues and troubleshoot any problems that arise on event day
- Analyze event performance via survey and present metrics

## **Essential Functions**

- Partner with RA team in fostering relationships with members, prospective members, and past donors
- Direct specific annual affiliate membership renewals, to include preparing and distributing letters/packets
- Direct production of mailings lists, and preparation of all gift acknowledgement letters
- Manage donor database to include all data entry, imports and exports, tracking and cleanup
- Compilation, analysis, and report generation on membership composition and trends to present to Foundation and Affiliate leadership
- In coordination with Communications, will be responsible for timely production of high-quality fundraising materials for each affiliate

## **Qualifications and Experience**

- Minimum of four years of administrator experience in a professional office environment, preferably nonprofit or service industry
- Experience managing workflow for a high-performing team
- Previous experience in membership, fundraising, or sales support database management, including familiarity with nonprofit fundraising and membership best practices, tools, and techniques
- Demonstrated experience working with high-level volunteers and nonprofit organizations
- Demonstrated experience delivering superior customer service
- A high level of initiative and creativity
- Knowledge of philanthropic climate in San Diego is helpful
- Proven track record in developing and using administrative systems
- Ability to work independently and successfully prioritize and manage multiple projects and meet deadlines
- Strong analytical and organizational skills with the initiative to recognize and anticipate problems, then solve them
- Superior interpersonal skills to relate to a diverse membership
- Strong written and verbal communication skills
- Strong editing and proofreading skills
- Advanced knowledge and experience, and expert proficiency with computer software applications: MS Windows, Outlook, Word, Excel as well as database management experience preferably with Blackbaud (Raiser's Edge, Financial Edge, Grants Edge)
- Strong aptitude with relational database applications, data entry and report generation; preferably with donor or client contact management applications
- The ability to maintain strict confidentiality of donor and organization information

## **Education**

- Bachelor's degree preferred

## **Language Skills**

- Must have the ability to read, write and speak English fluently
- Bilingual helpful

## **Judgement/Reasoning Ability**

- Use of good judgment and own initiative
- Logical thought process

**Other Skills and Abilities**

- Strong emotional intelligence
- Cultural competency
- Professional attitude and demeanor
- Able to prioritize and be highly organized
- Comfortable working in a fast-paced environment
- Works well under pressure
- Ability to successfully meet deadlines and work with multiple competing priorities
- Attention to detail, timeliness and record keeping
- Ability to be flexible and open to change
- Positive and enthusiastic
- Innovative

**Physical Demands**

- Able to sit at a desk and view a computer screen for up to two hours
- Ability to safely lift 20 pounds
- Able to type using a computer keyboard
- Able to speak into and use a telephone for long periods of time
- Able to spend and stoop

**Work Environment**

- Non-smoking, professional office environment
- Hybrid work available
- Fast-paced working with multi-level distractions

**Special Conditions**

- Ability to work evenings and weekends as needed
- Transportation: ability to transport materials and attend meetings within the San Diego region as needed.

Anticipated starting salary: \$65,000

**If you are interested in joining our team, please submit your resume and a cover letter to: [jobs@sdfoundation.org](mailto:jobs@sdfoundation.org) and please indicate Regional Affiliates Specialist in the Subject Line**

