SKILLS REQUIRED

Possess the skills to be effective in facilitating cooperation and teamwork and creating a positive work environment. Responsible for planning, communicating effectively with all organization members, stakeholders and partners, organizing, prioritizing and coordinating his/her own work. Exhibit effective judgment and decision-making skills and take action according to qualities such as open-mindedness, thoroughness, maturity and professionalism. Ability to work independently with minimal supervision and manage multiple tasks and deadlines are essential.

Duties:
Reporting to and working with the Director of Development and Partnerships, plans and implements the annual giving, major giving, and planned giving fundraising programs including, but not limited to, prospect identification, cultivation, solicitation, and stewardship.

General:
• Work with development and operations staff to create and implement fundraising plans
• Utilize database to manage and track prospects and donors
• Record gifts, receipts, and all donor communication
• Special projects as needed
• Create giving reports to track progress each month

Individual giving:
• Expand the annual giving and major gifts programs.
• Maintain donor prospect pipeline
• Research donors’ ability to give to identify major giving prospects
• Facilitate meetings with leadership and major donors or major donor prospects
• Implement donor stewardship plan with Stewardship Manager
• Make thank you phone calls and manage acknowledgement process
• Increase donor retention

Events and Fundraising
• Plan and implement strategies to convert event donors to organization donors
• Implement strategies to thank and engage event donors
• Assist with fundraising and event management and planning

Experience and Qualifications:
• Computer savvy. Mac experience preferred
• At least 1 year of development experience in a non-profit preferred
• Excellent writing and communication skills
• Database experience– Salesforce preferred
• Able to juggle multiple tasks and deadlines simultaneously
• Able to maintain a sense of humor under stress
• Ability to manage positive relationships with board members, funders, staff, partners
• Ability to work independently, manage own projects and timelines
• Interest and ability to suggest new projects and process improvements
• Genuine interest in making change happen and doing some good in the world
• College degree
• Education, experience or interest in not for profit management and/or healthcare a plus
• Knowledge of fundraising activities a plus, including:
  o Individual giving
  o Community fundraising events
  o Direct mail
  o Phone solicitations
  o Text to give

Location: San Diego, CA

Compensation: Commensurate with experience. Health insurance and paid PTO.

Sepsis Alliance is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. Compensation: competitive based on experience

TO APPLY
This is a full-time employee position and includes paid holidays, vacation, and a health insurance. Please email (subject line Development Associate) cover letter and resume to careers@sepsis.org. No phone calls, please.