



VIRTUAL FUNDRAISING & EVENTS ASSOCIATE

POSITION INFORMATION			
Position Type	Full-time, Regular	Reports To:	Events Manager
Department	Development	Supervises:	NA
Range	\$22.00 to 24.00 DOE		

SAN DIEGO FOOD BANK MISSION, VISION AND VALUES

All San Diego Food Bank employees are expected to act responsibly, guided by our mission, vision and values at all times.

Mission Statement

To provide nutritious food to people in need, advocate for the hungry and educate the public about hunger-related issues.

Vision Statement

To end hunger in San Diego County!

Values

- **WE SERVE:** We believe the success of our mission is intertwined with the success of those we serve, and our approach is rooted in empathy and understanding for all facing food insecurity. We stand ready to serve and embrace all who come our way with equity, dignity, and respect.
- **WE EMBODY INTEGRITY:** Our commitment to integrity guides everything we do. We hold ourselves to the highest standards of ethical behavior striving to earn and maintain the trust of those we work with and serve.
- **WE CREATE SYNERGY:** We bring people together to advocate and work for change. Together, we create a network of support that amplifies our impact and enables us to empower an even greater number of our valued stakeholders.
- **WE LEAD:** We strive to create a diverse and inclusive culture that fosters leadership and innovation where positive change is embraced and all stakeholders are encouraged and supported to reach their full potential.
- **WE DEMONSTRATE MOXIE:** We're not afraid of a challenge. We adapt to change and quickly pivot to meet the evolving needs of our community. We find solutions to overcome obstacles, and demonstrate persistence and perseverance in attaining our mission.
- **WE PUT SAFETY FIRST:** Our commitment to safety is paramount. We understand that to be effective and efficient, we must keep safety and personal responsibility for safety at the core of all operations. We always look out for one another and for those we partner with and assist.



POSITION PURPOSE

As the Virtual Fundraising & Events Associate, you hold a pivotal role in developing, executing, assessing, and refining our peer-to-peer and virtual/3rd party fundraising initiatives. Additionally, you will collaborate with the Events Manager to coordinate, budget, and orchestrate various special events, notably our Golf and Gala events, generating over \$1M annually. Central to this role is the cultivation of relationships, encouraging deeper engagement, and rallying support from individuals. Emphasizing peer-to-peer and virtual/3rd party fundraising avenues, you'll actively leverage these channels to attract new donors and construct a sustainable pipeline for ongoing support for SDFB. Collaborating closely with the Events Manager, this position involves providing administrative support, particularly in donation data entry and processing. Flexibility is key, as the role demands occasional weeknight and weekend hours, along with mandatory attendance at both on-site and off-site events.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. All duties are expected to be performed in accordance with existing company policy and procedure. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the Events Manager on all aspects of event planning and execution: pre-event, onsite and post-event.
- Assist Events Manager with programs, agendas, budgets, and services according to event requirements; assisting with the inspection and permitting of event facilities to ensure that they conform to event, city, and county requirements.
- As required by the Events Manager, meet with event organizing committees and sponsors to plan the scope and format of events, review administrative procedures, assist with efforts to publicize events and promote sponsors.
- Facilitate pipeline development for integration of Peer-to-Peer/virtual/3rd party participants into annual giving program.
- Manage and maintain relationships to ensure continued engagement. Ensure consistent, meaningful, year-round stewardship for all fundraising participants and volunteer leaders.
- Responsible for data entry and acknowledgments process. Manage event outreach and execution of 3rd party events.
- Maintain, evaluate, and optimize online Peer-to-Peer fundraising tools available through our fundraising platforms.
- Work closely with event volunteers as assigned by Events Manager— recruiting, scheduling, training, support and acknowledgement.
- Provide excellent customer service for all event participants and both internal and external stakeholders.
- Other duties as assigned

IDEAL CANDIDATE

The ideal candidate for the Virtual Fundraising & Events Associate role is a dynamic and results-driven professional with a successful history in fundraising and event management. This individual demonstrates a creative approach and strategic acumen in developing, executing, and enhancing peer-to-peer and virtual fundraising programs. Proficient in building connections and driving engagement across diverse audiences, they effortlessly guide



supporters into deeper levels of involvement. With strong multitasking abilities and adept project management skills, this candidate excels in fast-paced environments, collaborating seamlessly with cross-functional teams. Their commitment to utilizing digital platforms and third-party fundraising channels aligns with our mission, showcasing their enthusiasm, adaptability, and dedication to achieving impactful initiatives, making them a valuable contributor in meeting our fundraising goals and fostering community engagement.

SKILLS, KNOWLEDGE & ABILITIES

KNOWLEDGE OF:

- Office administrative and management practices and procedures. Knowledge of Donor Perfect and/or Blackbaud preferred.
- Excellent written and verbal communication skills including correct English syntax, spelling, grammar, and punctuation.
- Intermediate proficiency in word processing, computer equipment, donor and event software, and data processing principles including Microsoft Office Suite (especially Excel and Outlook), Donor Perfect Online, and Adobe Acrobat. Working knowledge of Canva is a plus.
- Special events include silent & live auctions, dinners, private and large scale-events.
- Experience with donor stewardship.
- Intermediate proficiency in computer and hard file record keeping and filing procedures.

ABILITY TO:

- Exercise confidentiality in dealing with sensitive financial matters.
- Work efficiently in a fast-paced environment.
- Perform highly detailed work on multiple, concurrent tasks with constant interruptions and work under demanding deadlines.
- Speak securely and confidently in front of public groups, small and large.
- Type accurately at a speed necessary to meet the requirements of the position.
- Organize, set priorities, and exercise sound independent judgment with areas of responsibility.
- Work independently with minimal direction.
- Professionally interact with volunteers and donors.
- Speak Spanish or other second language a plus.
- Organize, research, and maintain complex and extensive office files.
- Communicate clearly and effectively both orally and in writing.
- Prepare clear, accurate, and concise records and reports.
- Use discretion and diplomacy in dealing with sensitive situations and individuals.
- Establish and maintain highly effective working relationships with staff, volunteers, and others encountered in the course of the work.

EDUCATION, TRAINING & EXPERIENCE



- Associate's degree in communications, Marketing, Nonprofit Management, or a related field. Bachelor's degree, preferred.
- 1- 3 years' demonstrated experience in fundraising, event planning, or a similar role within a nonprofit or relevant industry.
- Proven success in developing and executing fundraising strategies, specifically in peer-to-peer and virtual fundraising initiatives.
- Proficiency in utilizing digital platforms and fundraising software for campaign management and donor engagement.

LICENSES, CERTIFICATES, SPECIAL REQUIREMENTS

- A valid California Driver's License
- Must have own vehicle and will be reimbursed for mileage

SCHEDULE

- Monday – Friday; 8:00 a.m. – 5:00 p.m.
- This position regularly requires overtime, weekend shifts and long hours.
- This position is required to travel 50% of the time; travel is primarily local during business days.
- Hybrid position; on-site and remote/off-site

RESPONSIBILITY & AUTHORITY

FINANCIAL:

- Oversight of event budgets and ensuring that any purchases are within budget constraints.

PHYSICAL JOB REQUIREMENTS – OFFICE BASED EMPLOYEES

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPOSURE:

Employees work under typical office conditions, and the noise level is usually moderate.

EQUIPMENT USED:

Computer, printer, phone, desk, copy machines, scanners, fax machine, postage machine, typical equipment found in an office setting.

ESSENTIAL PHYSICAL TASKS



ANALYSIS OF PHYSICAL DEMANDS

Key is based on a typical week

N = Never

R = Rarely (less than 1 hour per week)

O = Occasional (1%-33% of the time)

F = Frequent (34%-66% of the time)

C = Constant (over 66% of the time)

Activity	Frequency				
	Never	Rarely	Occasional	Frequent	Constant
Lifting/Carrying					
Under 10 lbs			X		
11-20 lbs			X		
21-50 lbs			X		
51-100 lbs		X			
Over 100 lbs		X			
Pushing/Pulling					
Under 10 lbs			X		
11-20 lbs			X		
21-50 lbs			X		
51-100 lbs		X			
Over 100 lbs		X			
Driving					
Automatic Trans					
Standard Trans					
Other					
Keyboard/Ten Key					X
Fine Dexterity					X
Grasping/Holding					X
Repetitive Motion					
Hands					X
Feet					X
Twisting/Turning					
Reach over shoulder				X	
Reach over head				X	
Reach outward				X	
Climb			X		
Crawl			X		
Kneel				X	
Squat			X		
Sit					X
Walk – Normal Surfaces					X
Walk – Uneven Surfaces					X
Walk – Slippery Surfaces			X		
Stand					X
Bend					X

