



JOB DESCRIPTION

TITLE:	Manager, West Market Development
GRADE LEVEL:	15A
SALARY RANGE:	\$68k - \$75k
DEPARTMENT:	Resource Development & Growth
REPORTS TO:	Associate Director, West Market Development
ORGANIZATION:	Share Our Strength
LOCATION:	REMOTE – Los Angeles, California
DATE:	July 2025
APPLICATIONS:	To apply for this position, click here.

POSITION SUMMARY

Since 1984, Share Our Strength® has led the fight against hunger and poverty by inspiring and organizing individuals and businesses to share their strengths. Today, through the No Kid Hungry campaign, Share Our Strength is ending childhood hunger in America by ensuring all children get the healthy food they need. No child should go hungry in America – we’re on our way to making that a reality and we want you to join us. We’re bold, creative, always open to new ideas, and 100% dedicated to our mission. If that sounds like you, we’d like you to consider becoming part of our team.

We’re looking for a highly organized, relationship driven Development Manager to join our West Market Development team. Reporting to the Development Associate Director, this role plays a key part in supporting and strengthening our major and principal gift donor relationships across the West Market, which includes a growing portfolio of donors across 10+ states, with primary focus on the donor base in the state of California. The West Market team is based in the greater Los Angeles area, providing a strong local presence to support our work across the region.

The Development Manager will help cultivate and steward meaningful relationships with donors, prospects, volunteer leaders, and chef champions – ensuring our supporters feel connected, appreciated, and inspired to deepen their investment in our mission.

In this role, you'll manage essential fundraising operations, including donor tracking, database management, reporting, and event support. You'll also play a hands-on role in signature events like the LA No Kid Hungry Dinner, as well as smaller cultivation and stewardship events throughout the year.

This is a great opportunity for someone who thrives on details but also enjoys building relationships and contributing to a high performing, mission driven team. Flexibility to travel within the region and occasional evening or weekend hours will be required to support donor events and volunteer engagement.

This position is fully remote, preferably based in the greater Los Angeles, California area. The position offers a salary range of \$68k - \$75k. Exact compensation within the stated salary range may vary based on skills, experience, and internal equity.

DUTIES AND RESPONSIBILITIES

- Manage and grow a portfolio (~50 constituents) of major donors and prospects giving \$10,000+, to meet or exceed annual revenue goals. Develop and implement individualized donor strategies and annual plans, in partnership with program and development teams. Collaborate with the Prospect Research & Portfolio Management team to support portfolio growth and ensure a healthy donor pipeline across the West Market.
- Partner with the West Market team to drive revenue for the annual LA No Kid Hungry Dinner, one of the organization's premier culinary events, including securing table sponsorships, ticket sales, and implementing a robust donor stewardship strategy.
- Oversee event communications and logistics, including invitations, guest lists, website content, email and social media outreach, and RSVP tracking.
- Provide on-site event support, including donor check in, stewardship, and auction item management.
- Manage the Emerging Leaders donor group, a new initiative to secure the next generation of funders from the LA area, including volunteer engagement, event coordination, and donor stewardship to support revenue generation and leadership development.
- Collaborate with colleagues across Resource Development & Growth (RDG) to create meaningful engagement opportunities for donors and prospects.
- Provide personalized stewardship to donors and volunteer leaders, ensuring timely acknowledgment and communication that fosters long term relationships.
- Maintain accurate donor and gift records in Raiser's Edge, including entering contact reports, tracking donations, generating reports, and updating donor information to ensure effective donor management and timely acknowledgments.
- Process gift transmittal forms, invoices, check requests, and other administrative tasks to support efficient and compliant fundraising operations.
- Other related duties as assigned.
- Partner with colleagues to support Share Our Strength's work to be a diverse, equitable, and inclusive organization, and ensuring those values are reflected in all donor interactions, events, and team collaboration.

CONTACTS

Maintains regular interaction and contact with the Share Our Strength West Market team, Resource Development & Growth, Donor Operations, and Finance. Externally communicates regularly with event committees, donors, prospects, and vendor relationships.

SUPERVISION

This position does not have any supervisory responsibilities.

WORKING CONDITIONS

Remote work environment with less than 25% travel. No heavy lifting required.

QUALIFICATIONS

- Bachelor's degree strongly preferred.
- 3-5 years of relevant experience working in non-profit fundraising, donor relations, or related fields.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint) is required; experience with fundraising databases, particularly Raisers Edge, is highly preferred.
- Experience identifying, cultivating, and engaging prospective donors and supporters.
- Familiarity with budgeting and financial tracking as it relates to fundraising or events.
- Strong interpersonal and relationship building skills, with the ability to engage effectively with diverse stakeholders including donors, volunteer leaders, and colleagues.
- Excellent written and oral communication skills, with attention to clarity, tone, and donor-centric messaging.
- Ability to manage multiple projects, prioritize competing deadlines, and perform independently in a fast-paced, dynamic environment.
- Demonstrated ability to work effectively in a remote work environment, maintaining strong communication, organization, and accountability.
- High level of reliability, follow-through, and self-direction; proven ability to take initiative and problem solve.
- Exceptional organizational skills, attention to detail, and ability to manage sensitive information with discretion.
- Demonstrated commitment to diversity, equity, inclusion, and cultural competency in all aspects of work.
- Willingness and ability to travel regionally as needed, including occasional evenings and weekends for donor events.
- A collaborative spirit, enthusiasm for major gift fundraising, and a genuine passion for Share Our Strength's mission to end childhood hunger.
- A sense of humor and the ability to work with grace and professionalism under pressure.

FLSA CLASSIFICATION

This position is classified as exempt from the Fair Labor Standards Act and is not eligible for overtime pay.

COMPREHENSIVE BENEFIT PLAN:

We offer a comprehensive benefits plan which currently includes, but is not limited to, health insurance, dental insurance, vision insurance, retirement, wellness benefits, and paid time off (vacation leave, sick leave, personal leave, holiday, parental leave, bereavement leave, military leave, and jury duty leave).

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Share Our Strength is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, ancestry, disability, medical condition, pregnancy or pregnancy-related condition, marital status, sex, sexual orientation, gender expression, military status, age, or any other classification protected by law.