Girls on the Run San Diego
Development and Fundraising Manager

Full-Time exempt position

Girls on the Run San Diego is a transformational physical activity based positive youth development program for girls in 3rd-8th grade. We teach life skills to help them navigate life experiences, such as demonstrating respect, responsibility, working as part of a team, creating a support system, and decision-making. Physical activity is integrated into each practice to inspire an appreciation for fitness and healthy habits and teach the importance and benefits of living an active lifestyle. Our season culminates with a celebratory 5k event during which all girls have the opportunity to celebrate their accomplishments.

Position Summary:
Reporting to the Executive Director and consistent with the mission of Girls on the San Diego, the Development and Fundraising Manager is responsible for managing the fundraising function of GOTRSD by developing and nurturing fundraising streams and community partnerships. The primary activities of this role is to develop and nurture fundraising streams including individual and corporate donations, individual and corporate peer-to-peer fundraisers, grant writing and event planning. The Development and Fundraising Manager will coordinate fundraising efforts to raise contributed income to support our program and the overall organization. The position is a full-time exempt opportunity. The right candidate has the skills and drive to meet and exceed contributed revenue goals set by the organization and can work with other departments to further the organization's mission.

Primary Responsibilities:

- Build organizational financial resources through a variety of fundraising efforts; develop new sources of income and maintain current revenue sources
- Work alongside the ED in developing and executing the annual development plan and the organizational strategic plan.
- Collaborate with staff, Board of Directors, the Fundraising, Event, Grant and Marketing Committees to lead major fundraising campaigns and activities.
- Oversee the planning and execution of fundraising events.
- Collaborate with and solicit aligned community partners to further organizational mission.
- Identify, cultivate, manage, solicit and steward established and prospective donors, advocates, champions, and corporate sponsors.
- Generate acknowledgment letters and donation receipts for individual and corporate donors.
- Create donor messaging and execute appeals, including e-solicitations and print pieces, maintain and update mailing list, and execute mailings.
- Lead the individual and corporate athletic peer-to-peer fundraising program including outreach & recruitment.

- Provide regular reporting and insight to the ED on fundraising efforts and successes.
- Meet contributed income goals set forth by the organization.
- Record all activity within the CRM software.
- Create and maintain digital fundraising campaigns via CRM software
- Other ad hoc development duties as needed by the organization

Required Qualifications

- Bachelor's degree
- Serves as an ambassador for Girls on the Run, exhibiting Girls on the Run core values. and has the ability to effectively communicate the GOTR curriculum surrounding empowerment, self-esteem, body image and whole-person health
- 5+ years of proven fundraising, grant writing, and event management experience
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- CRM database management and reporting experience
- Ability to multitask, prioritize and make efficient decisions
- Proven grant writing success with the ability to manage and train volunteer grant writers.
- Flexible, adaptable, and willing to execute reasonable tasks assigned by the ED
- Access to reliable transportation and ability to travel locally within the San Diego area (mileage reimbursement applicable). Possible national travel once per year.
- Proficient with Google Workspace, Gmail, Microsoft Office Suite
- Provide staff, volunteer, and partnership support during the end of season 5Ks.
- A commitment to understanding the need for and ability to implement diversity, equity, and inclusion into the fundraising and development plan.

Preferred Qualifications

- San Diego community based fundraising experience and connections
- Network in local philanthropy
- Significant connections to the local community
- Proven success with peer-to-peer fundraising

Compensation and Benefits

- Competitive non-profit salary ($60k-$65k range)
- Health insurance
- Life and Long Term Disability Insurance
- Ability to work from home with a flexible schedule
- Reimbursement for mileage and internet
- Company laptop and cell phone

Please send a cover letter and resume to hiring@gotrsd.org