



Title: Development Manager
Reports To: Executive Director
Location: Riverside, CA
Employment Status: Full-Time
FLSA Code: Exempt
Salary & Benefits: Competitive Salary
(Paid Time Off, Medical, Dental and Vision)

Job Summary

Susan G. Komen Inland Empire Development Manager will fundraise, develop, and steward corporate and individual relationships in Riverside and San Bernardino Counties. He/She will identify new opportunities to grow portfolio engagement across all fundraising channels to increase revenue, including corporate partnerships, special events, and individual giving. A successful candidate will manage and steward a portfolio of corporate and individual relationships, and work as a team player to drive growth to achieve our mission and revenue goals. This position is accountable for significant revenue targets.

The ideal candidate must have proven success in fundraising and/or sales and relationship management. Exceptional organizational, written, and verbal communication skills are necessary for this position. Must have ability to multitask, meet deadlines, and achieve results in a team environment.

Responsibilities and Duties

- Supervise planning, execution, budgeting, and evaluation of assigned events, including but not limited to Susan G. Komen Inland Empire Race for the Cure and Race committees, and event support in our service area.
- Manage a fundraising portfolio for Susan G. Komen Inland Empire affiliate.
- Creating and executing fundraising strategies, work to grow additional revenue for the Susan G. Komen Inland Empire.
- Serve as a member of the team influencing and driving relationships and best practices to accomplish market and region financial goals.
- Accountable to develop and steward a portfolio of relationships to provide funding for our mission (sponsorship, campaigns, event teams, grants, donations, and other partnerships).
- Develop revenue projections and provide financial analysis.
- Oversee stewardship activities; ensure a high-touch response to partners and donors.
- Work with high level volunteers to provide local leadership, resources, and partnerships.
- Drive donor centric partnerships to support financial goals of market events, programs and prioritized initiatives.

- Deliver high customer service to all constituents.
- Ensure compliance with Komen National and Komen Affiliate policies, including employment, risk management, event and cash handling, and financial controls.
- Demonstrate integrity, collaboration and stewardship.
- Other duties as assigned.

Position Qualifications

- Bachelor's Degree required
- Minimum of five (5) years professional experience including responsibility for fund development of at least \$300,000 - \$500,000 annually, a proven track record in fund development and supervision and leadership of a nonprofit revenue development team.
- Strong organizational skills to plan, implement, and administer fund development events and programs.
- Excellent communication skills, including written, verbal, presentation, interpersonal and public speaking skills
- Interpersonal skills and ability to work well with a diverse population
- A high degree of integrity that garners the trust and respect of others
- A professional nature with the ability to meet deadlines and quickly establish priorities
- Organizational skills with thoroughness, timeliness, and detail when working under pressure
- Outcome driven with ability to respond to changing circumstances and priorities.
- Ability to rally and organize staff, volunteers, and community members to achieve overall organizational goals.
- Effective work performance in a team environment and in self-directed situations.
- Experience and competency with fundraising software such as Raiser's Edge, Salesforce or other relational database management software a plus.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Prior experience working with or reporting to a board of directors
- CFRE preferred.

Work Environment

- Travel: required 3-4 times per week
- Work hours: some evening and weekend work
- Must have reliable transportation

Job Type

- Full-time

Job Location

- Riverside, CA

Required license or certification:

- Driver's License
- Reliable transportation
- Must at all times maintain the highest level of personal and professional integrity.
- A commitment to the mission of Susan G. Komen to end breast cancer.

Please include: **Cover Letter, Resume and Salary Requirements**

Please email documents to jeaton@komenie.org and include fund development in the subject line.

Or mail to:
Susan G. Komen Inland Empire
7177 Brockton Ave., Suite 108
Riverside, CA 92506

About Susan G. Komen Inland Empire:

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen for the Cure is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. Through events like the Susan G. Komen® Inland Empire Race for the Cure, the Susan G. Komen Inland Empire has invested more than \$6.4 million in community breast health programs in Riverside and San Bernardino Counties. Seventy five percent of net proceeds generated by the Affiliate stays in Riverside and San Bernardino Counties. The remaining funds go to the national Susan G. Komen for the Cure Grants Program to fund research. For more information visit www.komenie.org.