



SDGBC

www.sd-gbc.org

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Colleen FitzSimons

DEVELOPMENT AND FUNDRAISING MANAGER

20 Hours Per Week (Part-time)

\$28-32 / hour commensurate with experience

Medical insurance stipend and vacation time included, details provided upon request

The San Diego Green Building Council (SDGBC) is a community benefit nonprofit. SDGBC originated as a chapter of the US Green Building Council but has assertively developed its own presence and leadership in the San Diego region, while remaining an aligned community with the US Green Building Council. We also maintain relationships with other international bodies representing the diverse array of sustainability and health/wellbeing frameworks in the market today.

SDGBC's vision is that our buildings and communities will regenerate and sustain the health and vitality of all life within our generation. Our mission is to inspire, educate and collaborate within our community to transform our built environment toward true sustainability. To achieve our mission we create educational, networking and hands-on experiential learning opportunities for community members to build their own personal and professional understanding of how we can address the climate crisis through our choices in the built environment. Additional information about our organization and programs can be found on our website www.sd-gbc.org.

SDGBC believes that all communities in our region should have access to our programs. We strive to eliminate barriers to participation, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization. We are committed to leveraging our intellectual, financial and human resources to advance strategies to be inclusive, equitable and accessible to all.

JOB DESCRIPTION

Reporting to the Executive Director and consistent with the mission of the San Diego Green Building Council, the Development and Fundraising Manager is responsible for leading all development and fundraising activities to support organization operations and our many programs. This manager has the skills and drive to create systems and procedures, meet and exceed contributed revenue goals, and can work with other staff to further the organization's work and mission.

Primary Responsibilities:

- Develop, implement and monitor through analytic reporting a comprehensive fundraising plan including:
 - identifying and strengthening relationships with community stakeholders
 - actively pursue and manage corporate and individual leads
 - foster strong donor and sponsor stewardship
 - seeking, applying for and managing grant funding when applicable.
- Meet contributed income goals set forth by the organization.
- Collaborate with staff, Board of Directors, and Committees to lead major fundraising campaigns and activities.
- Oversee the planning and execution of fundraising events.
- Manage grants, including researching available grant options, writing grant proposals, maintaining the grant calendar, tracking budgets and outcomes, and submitting reports in a timely manner.
- Manage community partner relationships to further organizational mission.
- Identify, 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 sponsorship pitch decks and other sponsorship outreach materials.
- Create donor messaging and execute appeals, including:
 - e-solicitations such as email, social media and website messaging. This may include collaboration with the Communications Coordinator.
 - occasional print piece mailings
- Create and maintain digital fundraising campaigns.
- Collect, organize, and maintain a complete and accurate database record of donors and funding received. Priority should be given to using the Nationbuilder database for these purposes.
- Maintain and update mailing list in Nationbuilder database.
- Update website pages as needed to coordinate outreach language about donations, membership and sponsorship.
- Support SDGBC events as needed by the organization.
- Other ad hoc development duties as needed by the organization.

Qualifications / Skills:

- Enjoy engaging and reaching out to people who may not know SDGBC and our mission.
- Strong organizational skills, as well as attention to detail
- Outstanding verbal communication skills in multiple environments and with a range of audiences both internal and external
- Excellent written communication skills that regularly incorporates editing and proofreading



- Must be a self-starter and able to independently move projects forward, prioritize tasks, make efficient decisions and meet deadlines
- Ability to manage volunteers

Education and Experience Requirements:

- Bachelor's degree and 3-5 years of experience in development, fundraising or related experience OR 7 years experience in development, fundraising or related experience
- Proficient experience with Google Workspace, Gmail, Microsoft Office applications
- Experience in identifying target audiences
- Located in San Diego County with a network in local philanthropy
- Significant connections with the local community is preferred
- Knowledge of sustainability and green building practices is preferred

Please email hr@sd-gbc.org with resume and cover letter.