

Earle Baum Center Development Manager

About Earle Baum Center (EBC)

Earle Baum Center is a nonprofit regional community center in Santa Rosa California, serving people with sight loss in Sonoma, Napa, Lake, and Mendocino Counties. EBC helps people and families regain confidence, master new skills, contribute to their communities and engage with technology. EBC makes vital, lifelong connections to lead happy, safe, productive lives.

POSITION SUMMARY

Under the direction of the CEO, the Development Manager drives the fundraising strategy for the Earle Baum Center, ensuring the implementation and reporting of individual fundraising goals, management of grant-writing activities, as well as the production of special events. A highly collaborative professional, the Development Manager is also responsible for cultivating relationships with prospective and current donors and is part of a team that will assist EBC in meeting its short and long-term goals.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Development Strategy

- Develops and sustains a moves management structure to effectively move donors through a meaningful cycle of giving.
- Grows the current donor base, focusing on identifying, prospecting, soliciting, stewarding and upgrading donor gifts, including individual, major and planned giving.
- Manages all corporate giving, creating new relationships and marketing.
- Creates programs of interest to foster relationships, cultivate, and solicit annual gifts from prospects and donors.
- Support the engagement and stewardship of the Board of Directors by working with the CEO and Board Chair to create opportunities to experience the mission in action and help with annual fundraising efforts.
- Develops and cultivates contacts with community organizations, attends meetings, and promotes EBC's fundraising programs.

Event Management

- Represents EBC at organization functions and events, including all fundraising events.
- Supports collaboration with staff, volunteers, clients and resources to attain event goals, tactics and communication.
- Manages mailings, RSVPs, luncheons, receptions, invitations, catering, rentals, budgeting and staffing of fundraising events.
- Oversees the organization and follow up of EBC's fundraising events.

Fundraising Operations

- Creates and implements a donor acknowledgement system that ensures all donors receive a formal agency thank you, with all applicable tax information, in a timely manner.
- Manages the creation and distribution of appeal letters and other written materials for donors highlighting the EAB mission, vision and activities.
- Oversees the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Oversees the maintenance of current records in EBC's fundraising and donor database, including grant tracking and reporting.

QUALIFICATIONS

- Bachelor's degree preferred, with a minimum of four years' progressive development experience.
- Proven track record of successful event planning, especially fundraising events.
- Ability to meet deadlines, manage multiple projects, and prioritize well.
- Strategic Thinking – Ability to understand the fundraising trends locally and nationally.
- Strong communication skills; demonstrated writing and editing proficiency with a keen eye for detail.
- Experience with and knowledge of CRM software (EBC uses a proprietary donor-based system); knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), Mac and PC, and events management applications.
- Bilingual Spanish a plus.

Envision Consulting has been retained to conduct the search by Earle Baum Center for their incoming Development Manager.

Earle Baum Center is an equal opportunity employer; individuals from diverse backgrounds are encouraged to apply. Earle Baum Center does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.

Apply Here: <https://bit.ly/3cpGedJ>