

*For nearly 70 years, Vivalon has provided essential services for older adults living in Marin County, helping them thrive through the power of human connection. We offer a comprehensive, integrated program of healthy aging services including home-delivered meals, Lifelong Learning and Healthy Aging classes and workshops, specialized transportation for older adults and people with disabilities, special events, and so much more. In 2023, we will open our [Healthy Aging Campus](#), combining wraparound healthcare services and vibrant programs with affordable housing for older adults. We advance the independence, health, and quality of life for older adults and people with disabilities.*

We are looking for a **Manager of Individual & Institutional Giving**. This person will report to the Chief Development & Marketing Officer and be responsible for individual gifts under \$2499 and direct mail/email appeals. Additional responsibilities include new donor acquisition, oversight of institutional grants, and supervision of the development associate.

It is an exciting time to join the team at vivalon as we focus on increased giving for our March for Meals campaign, grow our grant funding and implement digital targeting to tell our story to more prospective donors. Additionally, we will host vivalon Soiree' D'Elegance in May, observe Vivalon's 70th anniversary and celebrate the grand opening of our new healthy aging Center.

### **Qualifications**

- 3 years of relevant experience preferably with non-profit organizations
- Experience in peer-to-peer fundraising.
- Experience securing corporate sponsorship.
- Skilled at public speaking and giving presentations
- Excellent people skills and customer-service orientation
- Strong skills in planning, organization, and prioritization including the ability to manage multiple goals, projects, and deadlines.
- Recognition of the importance of maintaining the accuracy and confidentiality of constituent information
- Skilled at building relationships, with expertise in sales or customer service.
- Excellent written communication skills for preparing sponsor packets, proposals, solicitation letters, and more.
- Excellent Microsoft Office skills, CRM experience, and ability to learn new computer applications rapidly.
- Bachelor's degree is preferred.

### **Compensation and Benefits**

- Pay Range is between \$70k-\$80k annually
- We offer a comprehensive benefits package that includes medical, dental, vision, chiropractic, life, retirement, paid time off, holidays, and more.
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In 2022, Vivalon was voted best senior services by the Pacific Sun, the best social organization by the Marin IJ, and the best place to work by the North Bay Business Journal for the seventh time.

