



Development Manager

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Development Manager supports Sacramento Food Bank & Family Services' (SFBFS) fundraising efforts. Under the direction of the Director of Development, the Development Manager is responsible for the execution and management of donor engagement and donation processing activities of the Development Department including digital fundraising, direct mail, internal and external donation drives, 3rd party fundraising activities, corporate sponsorships, gifts, and internal and external events. The responsibilities of the Development Manager will also focus on corporate prospecting, outreach, cultivation and stewardship of corporate donors. S/he will deliver regular reports on the progress of position in raising funds in support of the work of SFBFS. This position supports the Director of Development to execute, lead, produce, complete, and deliver a complex schedule of fundraising and donor relations activities.

The Development Manager will perform the following job functions (including but not limited to):

- Management and oversight of assigned Development team members for timely and accurate processing of donations and donor acknowledgement and appreciation
- Develop, engage and deepen current relationships with corporate and individual donors and prospect for new corporate donors with goal of increasing revenue.
- Collaborate with Volunteer Services Department to identify corporate groups and meet and greet them when onsite.
 - Follow up with point of contact for further engagement opportunities related to financial support
- In conjunction with President/CEO and Director of Development complete weekly thank you calls to donors within a threshold of giving.
- Oversight of annual fundraising events as assigned.
- Secure corporate event sponsorships for Run to Feed the Hungry and oversee and support specific third party fundraising efforts.
- Other duties as assigned

SKILLS REQUIRED

- Bachelor's degree or equivalent experience
- 3 -4+ years of supervisory experience
- 5+ years fund development experience
- Strong commitment to donor-focused fundraising
- Excellent written and oral communication skills
- Proficient in Microsoft Office programs including Outlook, Word, and Excel
- Experience working with donor CRM systems (i.e. Donor Perfect, Salesforce)

POSITION DETAILS

- Full Time, exempt position
- May include nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more
- Pay Range: \$70,000.00 - \$110,000.00 annually / depending on experience

Applicants must submit resume, cover letter, [SFBFS' employment application](http://www.sacramentofoodbank.org/jobs) (Found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**