KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

Job Opportunity: Donor Relations and Outreach Manager

Job Title: Donor Relations and Outreach Manager
Department: Fund Development
Reports To: Director of Development
Classification: Exempt – Full-Time
Annual Salary: $65,000-$80,000
Benefits: Health Benefits (medical, dental, vision) 401(k) Plan w/employer match, vacation, sick, and holiday pay

ORGANIZATION
KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit http://www.kidworksoc.org.

POSITION SUMMARY:
The Donor Relations and Outreach Manager is a key position within the fund development team and is responsible for developing and implementing a donor and fundraising engagement strategy to grow contributions from KidWorks current and prospective donors and partners. This includes working with the Fund Development Assistant to assess donor analytics, including prospect identification, qualification, cultivation, and stewardship of partners. Under the Director of Development, the Manager provides leadership for all KidWorks fundraising events, and contributes to the strategic plan for all event and corporate / community partner communications.

ROLES AND RESPONSIBILITIES
Partnerships and Corporate Engagement
- Develop and implement a comprehensive outreach strategy to engage corporations, civic groups, monthly donors, churches, and organizations aligned with KidWorks mission
- Manage a donor portfolio inclusive of corporate partners
- Secure corporate sponsorships, in-kind donations, employee giving and engagement opportunities, and monthly donors
- Secure and identify program partnerships and funding opportunities
- Work closely with program managers to align partnerships with specific program needs.
- Coordinate with marketing and communications teams to promote partnerships through various channels
- Collaborate with program staff and volunteer department to ensure partnership effectiveness and growth

Event Management:
- Plan, organize, and execute fundraising and other events for the organization (2 large events and 2-4 smaller events, annually)
- Develop and execute event budgets
- Manage all aspects of event planning, including; venue selection, catering, marketing, and promotion
- Collaborate with Communication and Marketing Manager to prepare all marketing collateral, press and donor acknowledgements
- Support and lead all event volunteers and staff to ensure a positive event guest experience
- Track and analyze event attendance and revenue
• Prepare post event moves management plans for interested attendees
• Prepare reports on event activities and results
• Stay up-to-date on the latest trends in event planning and fundraising

Team Support/Other Duties:
• Work with the Development Director to develop and implement the organization’s annual fundraising plan and budget
• Provide staff support for outreach and fundraising committees
• Collaborate with program staff and volunteer department to support relationships with KidWorks partners
• Other position related duties, as assigned

CANDIDATE PROFILE
The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience
• Three or more years of demonstrated success in an equivalent or related position
• Bachelor’s degree (B.A.) required
• Marketing and communications experience, a plus
• Exposure and experience within youth development agency preferred

Special Skills/Knowledge/Requirements
• Passion for KidWorks mission and ability to articulate this passion to others
• High level of discretion and ethical approach to fundraising
• Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences
• Experience motivating and managing high-profile volunteer leadership and senior executives
• Excellent written and verbal communication and presentation skills
• Proficient with Microsoft Office as well as internet-based communications and research tools such as Google, Donor Search, LexisNexis, Mailchimp, etc.
• Proficient in a Customer Relationship Management (CRM) database, such as Salesforce or Bloomerang
• Proven ability to work independently and also collaboratively in a team-based decision making environment
• Bilingual in Spanish-English, a plus
• Must have reliable automobile for use on the job (mileage to be reimbursed). Valid CA driver license. State required automobile insurance coverage.
• Covid-19 completed vaccination

APPLICATION PROCESS
To apply for this position send an email to HR@kidworksoc.org and include a cover letter and resume. Please write “Donor Relations and Outreach Manager” in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response. KidWorks is an equal opportunity employer.