

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN™



California Chapter 3 - San Diego and Imperial Counties

American Academy of Pediatrics, California Chapter 3

Job Description

Development and Donor Relations Specialist

Background

The San Diego Chapter of the American Academy of Pediatrics (AAP-CA3) is the trusted leader for children's health and well-being, providing oversight to key initiatives benefiting children and families in the region.

AAP-CA3 is looking for an experienced, self-starting, passionate, talented and energetic professional, who is familiar with the philanthropic community in San Diego, to manage a growing development program. A new position in the organization, the ideal candidate will strengthen current fundraising practices and develop new strategies, primarily amongst foundation, corporate, and individual donors. AAP-CA3 seeks a professional with a passion for children and families who can build on and strengthen current development practices in a fast-paced and evolving organization. This is a flexible full-time position.

Title Development and Donor Relations Specialist, AAP-CA3

Department(s) Development, Relations, Strategic Planning

Reports to Executive Director, AAP-CA3

Job Summary

- Work closely with Executive Director and Project Directors to manage development policies, procedures, plans, goals and budgets.
- Identify key prospects to be further cultivated.
- Identify and steward individual and corporate donors.
- Develop deeper relationships with entry-level donors to help upgrade to higher giving levels.
- Leverage existing circles of influence to bring resources to the organization.
- Create compelling fundraising letters, annual appeal campaign messaging, donor recognition, and communications/social media collateral for campaigns.
- Implement best practices for donor prospecting, cultivation, solicitation, acknowledgement, stewardship and tracking.
- Work closely with the Associate Director to plan and implement fundraising events.
- Create comprehensive development reports to be shared, distributed, and verbally reported to Executive Board and stakeholders
- Supervise and manage the fundraising database, Donorsnap, ensuring the timely distribution of tax receipts and acknowledgements.

Additional Responsibilities

- Work with team to develop key relationships with the community, government, health experts and development experts.
- Represent our organization through public presentations and speaking, media events, attending meetings and events, giving tours and networking in the community.
- Increase visibility of AAP-CA3 in the community.
- Provide outstanding customer service and support to donors, volunteers, staff and community contacts.
- Assist in the research and writing of grant proposals.
- Remain current on legislation and ethical practices pertaining to fundraising.

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN™



California Chapter 3 - San Diego and Imperial Counties

Qualifications

- 3-5 years of development experience
- Proven track record in cultivating and stewarding individual and major gifts
- Experience in major giving and working with corporate sponsors, general fundraising, and/or sales, marketing and communications experience
- Excellent writing and communication skills
- Self-motivated, independent worker who can also work as a team player
- Detail oriented, able to enter data accurately
- Some evening and weekend meetings required
- A positive attitude
- Computer literate and familiar with commonly used MS Office suite as well as a donor database

Other

- Must have transportation, valid California driver's license and proof of insurance
- Travel in San Diego County is required
- Must be able to lift a minimum of 30 lbs.
- Flexible work location and schedule with possible nights and weekends
- Percentage time negotiable
- Salary commensurate with experience

Working Environment

- Generally pleasant indoor office environment
- Ability to hear sufficiently for phone conversations and quiet, confidential oral discussions
- Ability to speak clearly and concisely enough to be understood
- Ability to sit for long periods of time in meetings or at desk
- Ability to bend and pull occasionally to access files, equipment, and supplies
- Ability to travel in vehicle with substantial driving primarily in San Diego County

Physical Demands

Walking and Standing (Mobility)	Less than 30%
Sitting	More than 50%
Hand and Finger Dexterity	More than 50%
Close Vision	More than 50%
Talking and Hearing	More than 70%
Lifting Less than 40 pounds	Seldom
41 to 60 pounds	Never

Ability to perform these essential functions will be used by Executive Director to determine if reasonable accommodation is possible for a disabled employee protected by the Americans with Disabilities Act.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.