



## **JOB ANNOUNCEMENT**

Development Manager

Full Time – 6-Month Appointment (future advancement pending funding)

City Heights Community Development Corporation has been working in the City Heights community of San Diego since 1981. As a non-profit affordable housing organization, CHCDC advocates for and provides programs needed by the low-income residents of City Heights, including Resident Self Sufficiency services for the property residents, Workforce Development to increase employment, Community Engagement to work together with neighbors to increase the standard of living, Neighborhood Enhancement to improve and rehabilitate neighborhood blight and Active Transportation to improve the walking and transit options for community residents.

CHCDC is seeking an experienced, innovative Development Manager to implement new fundraising efforts, and secure additional unrestricted funds to support the programs, services and advocacy efforts of the organization. This position will be responsible to implement new annual fund campaign efforts including donor development, membership management and secure corporate sponsorship for the annual fundraiser. This position reports to the CHCDC Development Director.

### **Major Responsibilities/Duties:**

New Fundraising Efforts  
Corporate Relations  
Donor Development and Management  
Annual Campaign  
Membership  
Social Media Strategies

### **Qualifications/Skills:**

An ideal candidate will have:

- Bachelor's degree or higher
- 3+ years of fundraising experience
- Experience in soliciting individual donors, writing grants, working with Boards and volunteer Fundraising Committees, creating direct mail solicitations, overseeing membership program and building and maintaining long-term relationships with corporations
- Experience in San Diego donor community/engagement
- Knowledge of and/or experience working in community-based nonprofits preferred
- Strong communication and interpersonal skills (verbal and written)
- Strong organizational skills (experience/interest in developing fundraising systems and policies a plus)
- High attention to detail and ability to carry out assignments independently
- Working knowledge of donor databases
- General computer knowledge and experience with Microsoft Word, Excel, and Outlook

**Compensation/Benefits:** Salary range of \$40,000 to \$50,000, commensurate with experience, paid leave (holidays, vacation, and sick leave); health benefits; work location at the CHCDC offices (see address below).

**To Apply:** Please submit a cover letter and resume in electronic form to [lafernea@cityheightscdc.org](mailto:lafernea@cityheightscdc.org). Applications will be accepted until **January 11, 2012 by 5pm**. Interviews will be conducted on January 18, 2012.

City Heights Community Development Corporation is an Equal Opportunity Employer.