

Fundraising Manager Vietnamese-American Community Fund

Responsibilities and duties:

- Overall campaign management and organization including pipelines, prospect tracking, strategy, task assignment and maintenance of timelines
- Donor Cultivation & Management:
 - Identify, research and contact potential donors
 - Maintain records of donor information for future use
 - Acknowledge and track campaign gifts
 - Preparation of pledge payment reminders and pledge agreements
 - Make sure campaign progress reports are up to date and that the naming opportunities list includes the very latest “sale”
 - Design, document, and implement a systematic and integrated donor relations program that encompasses multiple methods of engagement (i.e., donor recognition events, endowed position installations, and building naming dedications...)
 - Ensure that all legal reporting requirements are satisfied
- Marketing/Strategy:
 - Create a strong fundraising message that appeals to potential donors
 - Organize and update campaign materials
 - Writing all campaign correspondence including solicitation proposals, meeting requests, and meeting follow up
 - Organize a campaign or event that will lead to soliciting donations
 - Evaluate the success of previous fundraising events
 - Maintaining master campaign calendar to maximize cultivation events and keep campaign on track
 - Handle all the arrangements for donor cultivation meetings and small campaign events
 - Develop a Community-based Advisory Board as part of the overall fundraising strategy

Desired qualifications:

- San Jose Parks Foundation seeks a seasoned, responsible, focused individual, with outstanding organizational skills and high level of accuracy.
- Candidates should be highly organized, self-motivated, detail-oriented, creative, strategic, professional and able to manage multiple aspects of the project under tight deadlines.
- Excellent writing, analytical, and research skills are essential. Candidates must have a high level of computer literacy, including experience using online databases and other sources to locate financial and philanthropic information, and possess exceptional interpersonal skills and an ability to work collaboratively with all levels of staff, volunteers, donors, and prospective donors.
- Connection or capacity for connection to San Jose’s Vietnamese-American community
- Bilingual in Vietnamese highly desirable

Minimum requirements:

- Two to five years fundraising experience relevant to the responsibilities
- Cultural competency and experience working closely with the Vietnamese-American community

Compensation:

- This is an hourly, unbenefited position
- Compensation rate: \$25-35/hour

Contact

- To submit resume, or ask about the position, email to: contact@sanjoseparks.org
- Position is open as of February 25, 2018.