

**Development Officer**

**Reports to:** President & CEO

**Department:** Development

**Status:** Full-time, Exempt

In San Diego, six women a day are diagnosed with breast cancer and unfortunately one woman a day passes away from this disease. Susan G. Komen San Diego works to improve health equity and is the only breast cancer organization that works in laboratories, in neighborhoods, with lawmakers and globally to tend to the needs of people facing this disease. Join us in making a meaningful and substantial impact on breast cancer outcomes in San Diego County.

Komen San Diego is made of up a small but mighty team that works hard and makes a big impact.   We literally roll up our sleeves and put on our sneakers to get the job done.  We also have high expectations for the work we produce and the relationships we build.  Our team loves to take daily walk breaks, pitch in to help one another and at the same time work autonomously on projects. A smaller organization means less red tape and greater opportunities for creativity and defining strategy. If you are passionate about women’s health issues, breast cancer and driving change, we want to hear from you.

**Primary Purpose**

The Development Officer is responsible for establishing and cultivating relationships with individual donors across all areas of the organization. This is a new position for our organization, and individual giving has only recently been prioritized. In partnership with the President & CEO and members of the Development Team, the Development Officer will lead Komen San Diego’s efforts to diversify revenue beyond events and corporate partnerships. This position will help move our organization to a culture of year-round philanthropy.

**Primary Responsibilities**

* Responsible for stewarding existing individual donors (outside of the Race for the Cure);
* Review the Circle of Influence structure and model and make recommendations for its future;
* Identify individual donor prospects;
* Develop a pathway for new individual donors using moves management;
* Work with Development Committee Chair and internal team to create philanthropy plans for each Board member;
* Responsible for Major donor gifts of $140,000 annually, ranging from $5,000 - $25,000 each;
* Develop specialized events for major donor cultivation;
* Cultivate donors to achieve individual giving goal of $150,000 at Dinner/Gala;
* Responsible for Dinner/Gala table and ticket sales of $75,000; in partnership with Director of Development;
* Work with Marketing Coordinator and Development Coordinator to steward and support Team Captains and Top Fundraisers for the Race for the Cure to maximize donations for Individual Giving Goal of $400,000;
* Assist in segmentation of donor database to customize communications and invitations;
* Expand monthly and planned giving programs.

**Skills**

The ideal candidate will be:

* Creative and innovative;
* Independent yet a team player;
* Able to multi-task, prioritize and stay well organized;
* Nimble and able to switch gears quickly;
* Comfortable managing a large volume of work at a fast-pace, with attention to detail and relationships;
* Able to embrace the small but mighty mindset of our non-profit;
* Excited by the challenge of building something from the ground up;
* Comfortable with ambiguity;
* Have a proven record of delivering results and meeting goals;
* Available for some nights and weekends.

**Experience**

* At least 3-5 years of experience in development and individual fundraising;
* Previous track record of developing individual relationships with donors from scratch;
* Experience cultivating gifts of $10,000+;
* Experience with a database fundraising software (Salesforce preferred);
* Interest, passion and/or experience with women’s health.

**Education Requirements**

Bachelor’s degree or equivalent work experience necessary.

**Compensation**

Salary range is $60,000 – $65,000 depending on experience. Medical, dental, vision and retirement benefit offered as well.

Please send cover letter and resume to [employment@sdkomen.org](mailto:employment@sdkomen.org) by April 25, 2018.