



Development Manager Job Description

Organization Overview

Sunnyside Foundation's mission is to advance an intergenerational culture of learning by investing in projects rooted in courage, community, equity, and imagination.

Our vision is to drive resources back into the southside community so that every family has the capacity to cultivate their own learning experiences throughout their lifetime. Courage, community, equity, and imagination guide our investments, our fundraising efforts, and the way we operate as a non-profit.

Vision for the Development Manager

The incoming Development Manager should be passionate about working with our southside partners, leveraging the broader Tucson community and optimizing internal infrastructure to enhance and build new education and community funds that are equitable and transformative.

Our new Development Manager must have a keen eye for detail and a collaborative spirit. Must be flexible; have a positive, can-do attitude; and have a strong desire to work in an industry that focuses on helping others.

Position Summary

The Development Manager is responsible for the overall strategic development, maintenance and growth of Sunnyside Foundation's donor base. A new position in the organization, the Development Manager will have the opportunity to develop and grow this position in alignment with the Chief Executive Officer's (CEO) strategic vision to meet SF's revenue objectives. The scope of fundraising includes individual donor development and stewardship, corporate and foundation giving, and event planning and execution.

This position reports directly to the CEO and is a member of a five-person team to advance SF's mission to serve students and families in the southside of Tucson.

Responsibilities

- In collaboration with CEO, develop and execute Sunnyside Foundation's annual fundraising plan to meet annual fundraising goals
- Create and execute a strategy for a large sustained base of individual donors including Sunnyside alumni

- Secure financial support from individuals, small businesses, foundations and corporations
- Manage SF's donation platform including regular updates and maintenance, compiling quarterly and annual giving reports and provide direction to staff responsible for data entry
- Develop and maintain ongoing relationships with Sunnyside Foundation donors with strategic vision to deepen their commitment to Sunnyside Foundation
- Plan and execute special fundraising events such as Sunnyside Gives Day and other small to medium size donor cultivation experiences
- Develop and track proposals and reports for all foundation and corporate funders
- Write quarterly and annual donation letters and fundraising campaigns
- Prepare and present reports on fundraising activities to SF staff and board of directors
- Maintain consistent donor recognition opportunities (social media, letters, emails, and face to face meetings) Cultivate and steward donors through in-person visits, personalized correspondence, special events and timely acknowledgments.
- Research and maintain Sunnyside Foundation donor prospect list.
- Support with sponsorship grant seeking

Knowledge, Abilities and Skills

- Fundraising: Proven fundraising ability with corporate, small business, foundation, and individual donors coupled with a skill set to think long-term sustainability. Nice-to-have experience includes grant writing.
- Compelling Communicator: Influential, articulate, and accomplished communicator with the ability to communicate with clarity, urgency, and power to diverse internal and external audiences including board and staff members, business, policymakers, philanthropic investors, and social sector leaders.
- Possess excellent written and verbal communication skills, be self-directed, and demonstrate a strong ability to work well with a wide range of individuals and groups.
- Excellent interpersonal skills and the ability to represent the Sunnyside Foundation in a professional and positive manner
- We encourage candidates who are bi-lingual/BIPOC or who live or have family living in our geographic funding areas and demonstrate a concern and understanding of the southside community to apply

Special Requirements

- Willingness and ability to work late and weekends on occasion.
- Transportation to attend meetings, events, and various functions as required.
- Ability to work in-person (3 days out of week), other times remotely and virtually.

Compensation

This is a full-time, 40-hour exempt position with a salary of \$45,000 on an annualized basis.

Location

Sunnyside Foundation is headquartered at SUSD Los Ranchitos Resource Center, 2054 E. Ginter Road

Benefits

- Employer-covered health care insurance provided through United Healthcare
- Simple IRA plan administered by Aspirational Wealth Management with a 2% employer contribution

Reporting

- Reports to: CEO

How to Apply

Please send resume and cover letter to info@sunnysidefoundation.org by 5 p.m. on Thursday, Nov. 9, 2023.

Equal Opportunity Employer

Sunnyside Foundation is an equal opportunity employer. We celebrate diversity in our workplace and we hire the most qualified candidates without regard for age, ethnicity, gender, gender identity or expression, language differences, nationality or national origin, family or marital status, physical, mental, and developmental abilities (or the perception of a disability), genetic information, race, religion or belief, sexual orientation, skin color, social or economic class, education, work and behavioral styles, political