



Job Title: Development Manager
Job Type: Full-time, Exempt
Reports to: Executive Director
Salary: \$67,000-\$87,000 (annually)

ABOUT US

Albie Aware Breast Cancer Foundation is named in honor of Alberta “Albie” Carson who lost her fight against breast cancer in 2002. Albie’s husband, Doug Carson, founded this 501(c)(3) nonprofit organization in 2004 to honor his wife and offer hope to others. Today, Albie Aware is supporting people facing breast cancer in the greater Sacramento area. Albie Aware’s mission is to provide life-saving breast cancer testing, prevention education, advocacy and compassionate support.

Job Summary:

The Development Manager will be responsible for managing and implementing many aspects of the fundraising and development efforts, with a primary focus on individual giving. The Development Manager will work closely with the Executive Director and Board of Directors to execute a comprehensive fundraising plan that supports Albie Aware’s mission and strategic goals.

Responsibilities may include:

- Implement a comprehensive fundraising plan, including strategies for individual giving and foundation grants
- Cultivate and steward donor relationships through regular communication and engagement activities, including written correspondence, phone calls, and personal visits
- Support the Executive Director, Board of Directors, and Founder with their major donor responsibilities, including developing strategies for requests, preparation of materials, and stewardship activities
- Oversee and be responsible for the expansion of Albie Always, the organization’s monthly giving program
- Write grant proposals, manage grant reporting, and compliance requirements
- Identify new major gift prospects by reviewing current donor base, incoming new gifts, peer organization donor lists, and other research sources
- Work closely with Executive Director, Board of Directors, Founder, and special event committees on sponsorships of our signature events
- Speak to diverse, large audiences about Albie Aware’s work, breast cancer, and the importance of early detection of cancer, especially for populations facing health disparities
- Prepare annual fundraising forecast and fundraising reports to the Executive Director and Board of Directors
- Manage tracking systems for major donor stewardship and prospect cultivation
- Work with Administrative Assistant and volunteers on donor profiles, giving information, and data are added and edited in Salesforce
- Perform other duties as assigned by the Executive Director

Qualifications:

- Minimum of 2-3 years of experience in nonprofit fundraising and development
- Bachelor's degree preferred
- Excellent written and verbal communication skills, including the ability to write effective grant proposals and fundraising appeals
- Ability to work in fast-paced environment and project management skills to manage multiple projects simultaneously
- Highly organized, strong attention to detail and documenting projects, activities, and outcomes
- Knowledge of fundraising processes, procedures, best practices, and trends
- Ability to work collaboratively with staff, volunteers, donors, and community partners
- Problem-solving, research and analytical skills
- Must be able to handle confidential information with discretion
- Proficiency in Microsoft Office suite and donor database software, Salesforce preferred

Physical Requirements:

- Prolonged periods of sitting and working on a computer
- May require standing for extended periods of time
- Occasional lifting and carrying of materials weighing up to 25 pounds
- Must be able to travel in the greater Sacramento area to attend donor meetings, fundraising events, and other activities (Sacramento's Black, Hispanic and Rainbow Chamber meetings)

Work Schedule:

- This is a hybrid role with 3 days per week (typically Tuesday-Thursday) in the office.
- Monday-Friday, 40 hours per week
- In-person at Albie Aware offices or at meetings in the greater Sacramento area
- Some nights and weekends, especially during October's Breast Cancer Awareness Month

Compensation:

- \$67,000-\$87,000 (annually)
- Medical, vision, dental, life insurance, flexible spending account (optional) and 401k plan
- Three weeks paid time off with prior approval, as well as California state holidays
- Supportive and creative work environment

Applications Instructions: Apply via Indeed.com

<https://www.indeed.com/jobs?q=albie+aware&l=Sacramento%2C+CA&from=searchOnHP&vjk=d85cae443c2d201a&advn=2125029967567728>

Albie Aware is an Equal Opportunity Employer.

Hiring Manager:

Courtney Quinn

Executive Director

Courtney@AlbieAware.org