



**Reports to:** Senior Development Director

**Position Status:** Full Time

**Location:** California Chapter – Northern California (Sacramento preferred)

### **Description**

The Parkinson's Foundation (PF) makes life better for people with Parkinson's disease by improving care and advancing research toward a cure. In everything we do, we build on the energy, experience, and passion of our global Parkinson's community.

The Development Manager is responsible for implementing the mission through fundraising events and corporate, donor, and volunteer development. This person in this role will grow signature events while deepening stakeholder engagement with the Foundation and cultivate partnerships that promote growth and awareness within the community.

### **Responsibilities**

The position encompasses three main areas of focus and responsibility - Recruitment & Fundraising, Planning & Logistics and Community & Volunteer Engagement:

#### **Recruitment & Fundraising – 70%**

- Achieve fundraising and recruitment goals for a portfolio of community and donor based fundraising efforts including Moving Day and Parkinson's Revolution.
- Secure sponsors for fundraising events and education programs; provide annual partnership offerings.
- Maintain corporate sponsor relationships with pharmaceutical companies and actively seek new business/corporate sponsor.
- Direct the identification, recruitment, cultivation, and recognition for fundraising participants and teams to ensure event fundraising and recruitment goals are met.
- Collaborate with regional leadership to identify, cultivate, and steward donors to secure give gifts up to \$10,000.
- Support the building and growth of the local Chapter Advisory Board.

#### **Planning & Logistics – 15%**

- Develop and monitor annual assigned fundraising event budgets.
- Produce fundraising events, including executing logistics, securing event venues and vendors including all necessary permits, contracts, and payments.
- Work with the Senior Development Director and team to create and implement a strategic plan to meet Northern California fundraising goals.
- Develop and execute a marketing plan for the Chapter and its fundraising events, including promotional materials, websites, social media, public relations, email communications, and monthly e-blasts.
- Assist event participants in navigating the fundraising event websites and social media tools.



- Order collateral materials related to fundraising events including marketing materials, signage, t-shirts, incentive prizes giveaways, etc.

### **Community & Volunteer Engagement – 10%**

- Recruit, train, and manage local volunteer and committee members to assist in implementing assigned fundraising events.
- Build new and maintain existing relationships with existing Parkinson's Foundation community partners and professionals.
- Actively seek opportunities to address community needs and positively impact local community while advancing the mission, goals, and values.
- Serve as a representative for Parkinson's Foundation, presenting to various groups promoting the Foundation, the Chapter, and its events and acting as spokesperson when necessary.

### **Other – 5%**

- Maintain accurate records and files for constituents, donors, fundraising events, programs, and activities. Utilize provided CRMs and metric tracking programs for database management.
- Keep abreast of national office activities and utilize available resources.
- Prepare routine reports to share with leadership through analysis of event metrics.
- Be knowledgeable about Parkinson's disease and the Foundation's strategic plan and operations.
- Perform all other duties as assigned.

### **Experience/Skills Required**

- Associate degree or at least 2 years of equivalent experience—not for profit experience a plus.
- Proven experience with peer-to-peer fundraising.
- Ability to close face-to-face sales and sponsorships.
- Outgoing, and energetic, with strong written, verbal, and problem-solving skills.
- Ability to provide a high level of customer service and motivation to participants as well as business and social leaders.
- Capable of building and sustaining relationships with a variety of individuals and organizations.
- Strong volunteer recruitment and management skills.
- Self-motivated, goal-oriented team member
- Ability to work cooperatively in team environment
- Proven and significant skills in planning, budgeting, and volunteer development.
- Outgoing, and energetic, with strong written, verbal, and problem-solving skills.
- Organized, detail-oriented, able to adhere to timelines and prioritize.
- Strong computer skills, proficient with MS Office suite.
- Proficiency in Raiser's Edge and Luminare is a plus.
- Must be able to lift 20 lbs.



- Proficiency in WordPress, Facebook, Instagram, Twitter.
- Ability to work a variety of hours including days, nights, and weekends.
- The person in this role must have reliable transportation for local and regional day trips and errands.
- This position may require up to 30%-40% travel throughout the Sacramento community and surrounding areas.
- Must have a valid driver's license and reliable personal transportation.
- Demonstrates the organizational values of excellence, teamwork, collaboration, integrity, positivity, dedication, and responsiveness.
- Work must be performed during core business hours.

### **Compensation**

Range: \$55,000-\$65,000/year

Compensation for this position depends on prior experience. In addition, a comprehensive benefits package is included.

### **How to Apply**

Please email resume and cover letter to [Employment@Parkinson.org](mailto:Employment@Parkinson.org). Applicant review will continue until the position is filled. Please indicate the job title in the subject line. Resumes without cover letters will not be considered. No phone calls please.

The Parkinson's Foundation is an equal opportunity employer. We are committed to diversity, equity, and inclusion in our culture and in our work on behalf of people with Parkinson's disease.

All new hires are required to be fully vaccinated against the COVID-19 virus, subject to any legally required accommodations.