



**HIPhousing**

## **Fundraising Manager**

**Why HIP Housing?** Human Investment Project, Inc. (HIP Housing) is a highly respected nonprofit agency offering innovative solutions to the San Mateo County affordable housing challenge. Founded in 1972, HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. We provide housing options to 1200 low-income people each year and benefit from exceptional staff, well-established programs, and financial stability. HIP Housing's programs are nationally recognized and have been highlighted in Newsweek, USA Today, Metropolitan Home, and the Oprah Winfrey Show.

**Our Team** Our team includes a staff of 46 with a diverse governing board of 18-20 Directors who assist in advancing HIP Housing's mission. We seek team members who embrace our mission and respect our commitment to our community and our staff.

**Job Summary** HIP Housing is seeking an experienced Fundraising Manager with excellent organizational and communication skills to support the mission and fundraising goals of the agency. The ideal candidate will enjoy working closely with internal teams, donors, sponsors, and community members. The Fundraising Manager will contribute to the success of the organization by working closely with the Fund Development Director in the stewardship of donors and the coordination of mailing campaigns, events, and marketing materials. As with the entire Development Team, the Fundraising Manager will also conscientiously help maintain the integrity and functionality of the fundraising database.

### **Responsibilities**

#### *Fundraising*

- Collaborate with the Fund Development Director in the development and execution of a comprehensive fund development program and appropriate marketing strategies.
- Solicit donations or sponsorships at community events and meetings.
- Coordinate fundraising activities, such as annual giving campaigns or direct mail programs.
- Cultivate and maintain positive relationships with donors, ensuring effective communication and timely acknowledgment of contributions.
- Assist in the development and execution of donor engagement strategies to enhance donor loyalty and retention.
- Conduct research to identify the goals, net worth, charitable donation history, or other data related to potential donors, potential investors, or general donor markets.

#### *Database Management*

- Assist with maintaining accurate and up-to-date donor records in Razor's Edge, the organization's CRM system.

- Assist in generating reports and analyzing donor data to inform fundraising strategies and decision-making.

#### *Event Planning*

- Assist with the planning and execution of special events.
- Assist in the cultivation of new and existing event sponsors.
- Secure speakers for charitable events, community meetings, or conferences to increase awareness.
- Recruit and manage sponsors, participants, or volunteers for fundraising events.
- Develop creative, unique events to support and encourage Board participation and engagement.

#### *External Fundraising Communications*

- Generate content and manage the production of the annual HIP Housing [impact report](#).
- Generate content and manage the production of the annual HIP Housing [newsletter](#).
- Special projects as needed.

#### **Education/Experience**

- 5+ years of experience in fundraising with an emphasis on donor stewardship with either bachelor's degree in business management, public relations, marketing, or equivalent work experience.
- Experience with Razors Edge.
- Experience developing relations with community and corporate sponsors.

#### **Required Skills/Abilities**

- Excellent written and verbal communication skills.
- Clear, friendly, and professional public speaking manner.
- Ability to work independently while remaining engaged in a strong, mutually respectful team.
- Comfortable approaching and communicating with businesses, community partners, board members, and high-net-worth individuals.
- Passion for the organization's mission and values.
- Knowledge of Microsoft Office (Word, PowerPoint, Access), social media networks, WordPress, and Google AdWords. Knowledge of Photoshop and Razors Edge is a plus.

#### **Physical Requirements**

- Prolonged periods of sitting at a desk and working at a computer screen
- Must be able to lift 15 pounds at times

#### **Compensation and Benefits**

- Full-time, exempt, at-will, annually reviewed position
- Annual salary is \$80,000-\$85,000, based on experience
- Employer-sponsored health insurance [medical, dental, vision]
- PTO/Paid Holidays/ Floating Holidays
- Matched Pension Plan

- This position features the option for alternating Fridays off
- Hybrid work schedule

**Location** 800 S. Claremont Street, #210, San Mateo, CA 94403

**Please send a cover letter and resume to [recruiting@hiphousing.org](mailto:recruiting@hiphousing.org). The subject line should indicate *Fundraising Manager*. Open until filled.**

***HIP Housing is an Equal Opportunity Employer:*** Human Investment Project, Inc. is committed to a diverse and inclusive workplace. Human Investment Project, Inc. is an equal opportunity employer (EEO) and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or another legally protected status.