



The Organization

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved – and stay involved – in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Since 1994, more than \$178 million has been raised and over 48,000 funding requests from challenged athletes in all 50 states and 70 countries have been satisfied. CAF is headquartered in San Diego with regional offices in New York City, San Francisco and Boise, Idaho.

Position Overview

The Fundraising Manager is responsible for cultivating donor relationships, managing fundraising campaigns, organizing events, and ensuring that fundraising goals are met or exceeded to deliver significant growth in CAF's Northeastern supporter base, income generation and mission awareness. This position is a perfect fit for an innovative, independent go-getter who demonstrates a self-disciplined, proactive attitude and takes initiative to achieve positive and measurable results.

Essential Duties and Responsibilities

- Support the vision and overall strategic fundraising and engagement plans to reach revenue targets for the Northeast region.
- Support the Northeast Development Manager and Chief Development Officer in their work to cultivate major donors and gifts in the region.
- Act as a catalyst for fundraising and cultivation of donors and partners through fundraising, annual giving, corporate and foundation relations, special events, and community relations.
- Maintain a portfolio of fundraisers and donors in the region; encourage subsequent and increased gifts.
- Motivate regional fundraisers and assist with strategy and execution of various fundraising campaigns and events.
- Effectively convey the organization's mission, vision, and programs to potential fundraisers and donors.
 - Determine new and strategic ways to raise awareness of CAF and our mission in the region by identifying and implementing marketing and community relations outreach efforts.
- Solicit new supporters and steward them to make subsequent gifts.
 - Research individuals, corporations, and foundations for fundraising interests and opportunities.
- Serve as the local "face" of CAF through organizing and attending networking meetings and events with relevant stakeholders.
- Support the regional Program Manager with execution of local activities and events.
- Ensure leaders are kept informed about current and future trends in fundraising conditions.

Requirements

- Availability to occasionally work evenings and weekends with increased responsibilities around event dates.
- Work requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry small parcels, packages and other items, to walk short distances, and drive a vehicle to attend events.

Experience

- Minimum 3-5 years of experience in non-profit development successfully supporting corporate, foundation, and individual giving campaigns & retention and development strategies.
- A bachelor's degree in business administration, communications, marketing, non-profit management, or a related field is a plus.
- Knowledge of fundraising best practices, ethics, and legal requirements.
- Knowledge of philanthropy and adaptive sports in the regional area a plus.
- Experience in event planning and management.
- Experience managing budgets to achieve measurable income and performance goals.
- Demonstrated ability to communicate effectively to a variety of audiences in a variety of methods. Demonstrated strength in oral communication, including ability to persuasively present and interpret the mission, goals and programs to prospective donors.
- Experience with the preparation of proposals and reports.

Skills & Competencies

- A strong commitment to the CAF mission to the objectives, goals, and programs of the organization.
- Knowledge of the techniques of donor/prospect research with the ability to extract and distill pertinent information from multiple sources.
- Ability and confidence to work successfully with a variety of individuals and personalities (donors, board members, athletes, etc.)
- Excellent presentation skills, showcasing the ability to engage and communicate effectively.
- Ability to work independently and as part of a team
- Ability to handle multiple assignments simultaneously and delegate effectively.
- Knowledge of and proficiency in the use of computers, office equipment and software programs including Microsoft suite, Salesforce and Donor Drive (or other donor databases).
- Demonstration of utmost courtesy, confidentiality, and a collaborative and accountable approach to accomplishing work.
- Adept, confident and proven in multi-tasking, entrepreneurial non-profit or business environment.

Compensation

CAF offers a competitive compensation package including Medical/Dental/Vision insurance (monthly stipend if not enrolled in medical insurance), employer paid Basic Life and Long-Term Disability Insurance, 401k match, paid time off, and paid holidays.

Salary Range for this exempt position is \$70,000.00 – 80,000.00 annual base salary based on experience.

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>