

Our growing company is looking to fill the role of community services. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for community services

- In partnership with the executive director, develop a comprehensive fundraising plan with short and long-term strategies that ensure organizational stability and sustainable long-term growth
- Direct the implementation of the development plan in collaboration with the board of trustees, staff and volunteers
- Manage the efforts of development staff to ensure prospect research, cultivation, solicitation, recognition and stewardship of donors is managed with a high level of quality and attention to detail
- Cultivate long-term relationships with individual and institutional investors by effectively matching investors' philanthropic goals with organizational goals
- Create and manage department and event budgets
- Review grant applications and proposals for submission to appropriate government grant making entities, private foundations
- Manage tax credit and vehicle donation programs
- Perform other services as required by the Executive Director
- Collaborates effectively with integrated care team to establish an individualized plan of care for members
- Develops and creates 6-8 Wellness Bulletins each year

Qualifications for community services

- Competency with development databases, Donor Perfect, Raiser's Edge
- Develops, designs and ensures the timely distribution of the Team Schein Update (Company Newsletter) on a worldwide basis

New York and at the Corporate Headquarters

- A Bachelor's Degree in recreation administration, business, public administration, or related field, and five years of experience in municipal recreation administration including at least two years in a senior supervisory and management role with budget and revenue generation experience
- Must have a flexible schedule with ability to work any of a 24x7 shift and willingness to work long hours and on weekends and holidays with short notice and long shifts during special events
- Must be willing to work in San Diego, CA and surrounding areas