



MORE THAN NEW OUTFITS
NEW OUTLOOKS

Advancement Manager

Reports To: Executive Director

POSITION SUMMARY

The Advancement Manager leads SC4K's fundraising and donor development efforts to increase philanthropic support and strengthen long-term financial sustainability. The position cultivates individual, corporate, foundation, and community partners and oversees fundraising campaigns, sponsorships, donor engagement, and fundraising events.

PRIMARY RESPONSIBILITIES

Fundraising Strategy & Donor Development

- Develop and implement the annual fundraising plan, goals, strategies, and performance measures in partnership with the Executive Director.
- Identify, cultivate, solicit, and steward individual, corporate, and major donors.
- Develop strategies for donor acquisition, retention, upgrades, and planned giving.
- Build strategic partnerships that support fundraising goals and convert volunteers and community supporters into donors.

Campaigns, Sponsorships, & Events

- Lead annual campaigns, appeals, sponsorship strategies, and special fundraising initiatives.
- Collaborate on fundraising messages and promotional strategies.
- Oversee fundraising event strategy, budgets, sponsorships, revenue goals, and donor engagement opportunities.
- Coordinate with staff, volunteers, committees, and vendors to execute successful events.

Donor Stewardship

- Manage donor cultivation, recognition, appreciation, and stewardship activities.
- Maintain strong relationships with key donors, sponsors, prospects, and community partners.

Administration & Reporting

- Manage fundraising budgets, projections, donor records, and reporting.
- Track fundraising performance and recommend adjustments as needed.
- Prepare fundraising reports, dashboards, and analyses for the Executive Director and Board.
- Supervise relevant interns and volunteers and coordinate fundraising-related projects.
- Serve as staff liaison to the Advancement Committee.

QUALIFICATIONS

- Bachelor's degree in a relevant field or equivalent experience.
- Five to ten years of nonprofit fundraising, donor relations, sales, or business development experience.
- Demonstrated success securing gifts, sponsorships, or revenue-generating partnerships.
- Strong relationship-building, communication, project management, and organizational skills.
- Experience with donor databases, fundraising reports, budgets, and performance tracking.
- Ability to manage multiple priorities and deadlines effectively.

**For consideration, please email your cover letter and resume to
hr@sc4k.org with the subject line: Advancement Manager.**