Fundraiser

Department	Development
Supervisor	Development Director, Acting - Norman Thiel
Schedule	Flexible, scheduled with supervisor
Job Type	Part-Time Non-Benefited (PTN), Non-Exempt, 8 hours per week
Benefit Level	Paid Sick Leave

Position Description

The fundraiser is responsible for planning, coordinating, and executing fundraising strategies to secure financial resources to support the mission and programs of SonBridge. This role focuses on building and maintaining relationships with individual donors, corporate sponsors, and grant-making foundations, as well as managing campaigns and special events to meet annual revenue goals.

Duties and Responsibilities

- Develop and execute a comprehensive annual fundraising plan aligned with SonBridge's strategic goals and financial budget.
- Track campaign metrics, analyze giving trends, and report progress.
- Identify, cultivate, solicit, and steward a portfolio of individual, recurring and major donors, ensuring regular communication and personalized engagement.
- Build long-term relationships through personalized outreach, thank-you calls, impact updates, and site visits.
- Research, write, and submit compelling grant proposals and reports to foundations, corporate trusts, and government agencies.
- Maintain a master grants calendar to ensure all deadlines and reporting requirements are met on time.
- Plan, coordinate, and execute annual fundraising events, galas, or peer-to-peer campaigns in collaboration with staff and volunteers.
- Plan and execute online giving campaigns, and direct-mail appeals in collaboration with staff and volunteers.
- Partner with the marketing/communications team to create appeal letters, newsletters, social media campaigns, and annual reports.
- Maintain accurate donor records, track contributions, and generate regular progress reports using a donor management/CRM system (Keela by Velora)
- Manage and maintain accurate donor records, notes, and pledge tracking inside the CRM/donor database.
- Work closely with board members and volunteers to support their outreach, peer-to-peer fundraising, and committee participation.
- Support the Board of Directors' Development Committee by providing prospect research, talking points, and fundraising toolkits.
- Train and coordinate volunteers to assist with fundraising activities and event logistics.

Qualifications and Skills

- Exceptional written and verbal communication skills; ability to craft a compelling "case for support" that resonates with diverse audiences.
- Experience with donor databases/CRM software, Microsoft Office Suite, and basic digital/social media fundraising tools.
- Strong networking, presentation, and relationship-building abilities with a high degree of emotional intelligence and discretion.
- Detail-oriented project management skills with the ability to balance multiple deadlines and campaigns.
- High degree of integrity, discretion, and commitment to the ethical principles of professional fundraising.

Education and Experience

- Bachelor's degree in Communications, Business, Non-Profit Management, or a related field (or equivalent professional experience).

- 2–4+ years of proven experience in nonprofit fundraising, sales, or donor relations.
- Spanish language and writing skills a plus.

Supervisory Duties	Some, as needed
Working Conditions	• Standard office environment with flexibility for remote or hybrid work. • Occasional evening or weekend hours required for donor meetings, board sessions, and special events. • Valid driver's license and willingness to travel locally/regionally for donor visits or community events.