



VACANCY ANNOUNCEMENT

POSITION: Development Director
LOCATION: USO Downtown Center with support to Neil Ash USO Airport Center
Classification: Exempt (Immediate Hire)
Salary Minimum: \$45,000 plus benefits package; relocation will not be funded

USO San Diego is a Chartered Center of the National USO organization, and is a locally funded, 501(C)(3) non-profit organization that has been serving the region's Armed Forces since 1941. USO San Diego's mission is to enhance the quality of life of the U.S. Armed Forces personnel and their families and to create a cooperative relationship between U.S. military communities and involved or supporting civilian communities. USO San Diego is an equal opportunity/affirmative action employer.

PRIMARY RESPONSIBILITIES: Under the direction of the President/CEO lead, sustain, improve, facilitate, and close out all established development and fundraising activities to increase FY 2011 financial revenue from existing sources by 10% and from new sources by an additional 10%. Seek viable new fundraising opportunities and prepare proposals for approval. In collaboration with the President/CEO develop resourcing needs and implementation strategies for approved proposals and appropriate performance measures for evaluation. Prepare and present reports upon completion of all fund raising activities, monthly, and quarterly. Visually score board the results from all development activities. Ensure accuracy of records, receipts, and databases. Produce timely, accurate, well written correspondence for signature, dispatch acknowledgments, design and coordinate for recognition items, manage routine correspondence and communications with USO San Diego supporters. Understand program requirements in detail. Provide input into strategic plans, the budgeting process, and Internet presence. Manage relationships with current and potential supporters, including: donors, sponsors, underwriters, partners, and friends, Board Members, Advisory Board Members and Honored Patrons. Professionally represent USO San Diego by optimizing and cultivating appropriate development activities and professional relationships in the business, defense, public and private sectors of the San Diego Community. Maintain information in a confidential and professional manner.

EDUCATION: A Bachelor's degree is required and a Master's degree is preferred. Coursework in business, communications, or a related field is acceptable and a Master's in Philanthropic Studies would be ideal. Training related to fundraising for non-profit organizations is expected with evidence of continuing education.

QUALIFICATIONS: Three to five years of salaried non-profit related experience is required with two years in a development leadership role, which may include: corporate and foundation giving, grant writing and compliance, direct mail campaigns, capital fund drives, or major and planned giving. Experience must include successful implementation of multiple types of fundraising activities, to include negotiations. The ideal candidate will be high energy and entrepreneurial; technically sophisticated with user knowledge of Etapistry or equivalent; an exemplary writer with an ability to communicate descriptively and persuasively; highly organized, efficient and effective; with an understanding of San Diego County demographics; and, will reflect diplomacy and strong interpersonal skills that result in lasting relationships between donors and USO San Diego; Applicants must be willing to travel up to 15% of the time within and 5% of the time outside of San Diego County.

ADMINISTRATIVE: Submit applications only by e-mail to: info@usosandiego.org with "Development Director Application" in the subject line. Include cover letter with resume, salary history and availability date. Be prepared to present examples of past work, a writing sample from two separate calendar years, and references on request. Hiring will be a multi-step process that includes at least two interviews as well as a demonstration of writing and computer skills.