



**TIPPING POINT
COMMUNITY**

Manager, Development San Francisco, CA

About Tipping Point Community

Since 2005, Tipping Point Community has raised more than \$120 million to educate, employ, house and support those in need in the Bay Area, impacting the lives of over 137,000 people last year alone. Tipping Point Community screens non-profits rigorously to find, fund, and partner with the most promising groups helping low-income people achieve self-sufficiency. Beyond dollars, we provide our grantees with the communications, technical, and management assistance they need to grow and increase their impact in the fight against poverty. Our board underwrites all operating and fundraising expenses so 100% of every dollar donated goes out the door to support our grantees.

To learn more and subscribe to our newsletter, please visit our website at www.tippingpoint.org.

Values

Tipping Point's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **We are one community.** We believe that the responsibility for fighting poverty belongs to all of us.
- **We serve.** Our approach is humble and respectful. We exist to meet the needs of others.
- **We celebrate generosity.** Every gift counts, whether big or small.
- **We get results.** We are relentless in the pursuit of our goals. We hold each other and ourselves accountable.
- **We are always learning.** We are risk takers. We commit to facing our challenges as we support solutions that last.

Position Overview

Tipping Point Community seeks a Development Manager with strong project management skills and a passion for fighting poverty to coordinate fundraising operations. As part of a six-person development team, the Development Manager plays a critical role organizing the team's activities related to all fundraising campaigns, donor-facing events, and communications. Reporting to the Director of Development, the ideal candidate will have strong knowledge of fundraising best practices and will thrive at building relationships, managing team members, implementing and organizing development systems, and pursuing ambitious fundraising goals. The Development Manager will engage in all areas of development, including annual giving and major gifts, donor acquisition, cultivation and stewardship activities, and data management.

Key Responsibilities

Campaigns

- Align fundraising outreach for all events and appeals to drive maximum donor participation during critical periods of time.
- Coordinate donor relationship managers around key cultivation, solicitation, and stewardship activities.
- Oversee Annual Appeal process and serve as project manager for mailing.

Data Management

- Oversee Salesforce.com database and manage best-in-class data processes that allow the team to answer tough questions and execute strategic planning.
- Proactively identify data needs.
- Track and analyze fundraising activity and KPI's; use data analysis to inform strategy and efforts.

Events

- Assist with the strategy, planning and execution of donor cultivation and acknowledgment events.
- Manage event invitation strategy and process.
- Execute top-notch customer service in managing RSVP's, seating and general event guest relations.

Team Management

- Manage and develop Donor Services Assistant.

Donor Management

- Manage relationships with annual event donors.
- Manage incoming grants to Tipping Point.

Qualifications

- Bachelor's degree
- Business-savvy with 5 years fundraising experience
- Strong planning skills including the ability to anticipate tasks, set priorities, meet deadlines and effectively pivot around shifting priorities
- Acute attention to detail
- Excellent writing and communication skills
- Demonstrated ability to develop and maintain positive and productive relationships with donors, volunteers, Board of Directors, and staff
- Initiative, enthusiasm and a willingness to pitch in at all times
- Fluency with donor databases, ideally Salesforce.com
- Management experience preferred
- Local knowledge of the Bay Area philanthropic community a plus
- Sense of humor is a must

Salary and Benefits

Tipping Point Community offers a competitive salary and benefits, commensurate with experience and skills.

How to Apply

Please submit a thoughtful cover letter explaining your interest in Tipping Point Community, where/how you found out about this career opportunity, and your salary requirements. Email the cover letter along with your resume to recruiting@tippingpoint.org. Please write your name and the title for this position ("Your name – Manager, Development") in the subject line of your email.

Tipping Point provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.