



## **JOB DESCRIPTION**

**Job Title:** Philanthropy Specialist

**Organization:** Chicano Federation

**Salary Range:** \$65,000 – \$72,000 annually

**Job Type:** Full-Time

**Location:** San Diego, CA

### **About Chicano Federation**

Chicano Federation is a trusted nonprofit serving San Diegans in need. We are committed to the dignity, safety, and well-being of every individual and family we serve. Through programs rooted in equity and opportunity - including early childhood education, nutrition, affordable housing, and small business support - we help our communities thrive.

### **Position Overview**

The Philanthropy Specialist supports Chicano Federation's fundraising and donor engagement efforts through hands-on coordination, relationship-building, and attention to detail. This role is responsible for gift processing, data entry, donor communications, and event support. The ideal candidate is organized, motivated, and passionate about building a strong culture of philanthropy in a mission-driven environment. This is an excellent opportunity for someone looking to grow a career in nonprofit fundraising and development.

### **Key Responsibilities**

#### **Fundraising & Donor Relations**

- Assist with donor outreach, stewardship emails, and thank-you letters.
- Draft donor acknowledgment letters and support ongoing communication efforts.
- Help track and manage donor recognition, benefits, and touchpoints.
- Conduct research on prospective donors and corporate sponsors.

#### **Database & Gift Management**

- Maintain accurate donor records in the organization's CRM system.
- Process and track gifts, pledges, and sponsorships in a timely manner.
- Generate reports, mailing lists, and campaign summaries.
- Support data integrity and donor confidentiality at all times.

#### **Event Support**

- Assist in planning and executing fundraising and stewardship events.
- Coordinate guest lists, RSVPs, signage, and event logistics.
- Provide on-site support including registration, setup, and donor engagement.
- Help track post-event follow-up and impact reporting.



## The Chicano Federation

### **Team Collaboration**

- Work closely with the Director of Philanthropy and CGO to support philanthropy goals.
- Collaborate with marketing staff to ensure consistent messaging for donor communications.
- Support department-wide projects and administrative tasks as needed.
- Perform other duties as assigned.

### **Qualifications & Experience**

- Bachelor's degree or equivalent experience in nonprofit management, communications, business, or a related field preferred.
- 1+ year of experience (including internships or volunteer work) in fundraising, donor relations, event planning, or administrative support, preferably in a nonprofit setting.
- Strong organizational and communication skills, with attention to detail and accuracy.
- Comfort using or learning donor database/CRM systems.
- Experience supporting events and working with diverse communities.
- Bilingual in English and Spanish strongly preferred.

### **Key Attributes**

- Mission-driven and passionate about social justice, equity, and community well-being.
- Friendly, team-oriented, and eager to learn.
- Professional, dependable, and highly organized.
- Strong interpersonal skills and ability to work with donors and community partners.

### **Working Conditions**

- Full-time, exempt position based in San Diego, CA.
- Hybrid work model with in-office expectations.
- Occasional evening or weekend work required.
- Must have access to reliable transportation, a valid driver's license, and proof of insurance.

### **Contacts**

This position works closely with the Director of Philanthropy, Chief Growth Officer, marketing staff, program teams, and external donors and partners.