



Job Title: Development Manager, Corporate and Community Engagement

Reports to: Chief Philanthropy Officer

Status: Full-time (exempt)

ABOUT HORIZONS FOUNDATION

Horizons Foundation has been dedicated to serving, funding, and helping lead the LGBTQ community for 45 years. Established in 1980 as a San Francisco-based community foundation, Horizons' mission statement reads:

As the world's first community foundation of, by and for LGBTQ people, Horizons invests in LGBTQ nonprofits, strengthens a culture of LGBTQ giving, and builds a permanent endowment to secure our community's future for generations to come.

Horizons is a national leader in advancing LGBTQ philanthropy and is consistently recognized as one of the LGBTQ movement's "Top 10" funders by the national advocacy group Funders for LGBTQ Issues.

Last year, Horizons distributed more than \$9 million in grants to hundreds of nonprofits nationwide, with more than half supporting organizations in the Bay Area. Grants were awarded to LGBTQ nonprofits and to LGBTQ-focused programs at non-LGBTQ-specific organizations. Through its donor-advised fund (DAF) program, Horizons also makes grants to non-LGBTQ nonprofits regionally and nationally.

Horizons has long prioritized grantmaking to frequently marginalized members of the LGBTQ community, including LGBTQ communities of color, transgender people, LGBTQ refugees and immigrants, LGBTQ youth and elders, and those with the least access to vital services and equal justice. The foundation also has a deep commitment to smaller, grassroots nonprofits and a long record of awarding very early funding to promising nonprofits.

In addition to grantmaking, the foundation offers educational, community-building, and other events for donors and grantee partners throughout the year and is host to one of the LGBTQ community's best-known annual galas. Horizons also has a powerful vision for the

future support of the Bay Area LGBTQ community, one in which the legacy (planned) gifts of LGBTQ people provide the resources that future generations will need to secure and defend our rights, take care of LGBTQ people in need, and celebrate our lives through culture and the arts.

POSITION OVERVIEW

The Development Manager, Corporate and Community Engagement is a strategic architect of the foundation's public-facing brand and a key driver of the fundraising engine. Reporting directly to the Chief Philanthropy Officer, this role will create and then leverage a diverse portfolio of events as the primary vehicle to build and strengthen the donor pipeline. This is a proactive fundraising position focused on direct solicitation and revenue generation: you will be responsible for identifying, soliciting, and securing corporate and individual gala sponsorships, and overseeing the gala raffle. Beyond the flagship gala, you will design and execute point-of-entry acquisition events, such as house parties, and stewardship events intended to educate and retain existing donors—all with the goal of gaining new donors and moving existing donors into the Leadership Circle.

KEY RESPONSIBILITIES

- *1. Strategic Event Production* Lead the vision and execution of the annual fundraising gala; manage the transition from concept to high-fidelity execution, ensuring all fiscal and engagement goals are met or exceeded.
- Provide professional event production support for community and programmatic events produced by the Horizons programs team to ensure consistency in brand and guest experience.
- Design and implement point-of-entry acquisition events, including house parties and small-scale mixers, to attract and identify new prospective donors.
- Produce donor education and stewardship events that deepen existing supporters' understanding of Horizons' impact and foster long-term loyalty.
- Along with the Individual Giving and Major Gifts Officer, actively solicit individual donors for gala table purchases and individual-level gala sponsorships, as well as individual gala ticket sales.
- Direct the planning and execution of the gala's paddle raise and raffle, including prize procurement, regulatory compliance, and day-of-event management.

- Partner effectively with external event consultants and vendors (e.g., catering, audiovisual, venue, and decor) to ensure seamless production and a high-quality guest experience.
- Utilize data-driven summary notes and streamlined workflows to ensure continuous improvement and seamless donor follow-up after every event.

2. *Individual Pipeline Development*

- Identify individual donors currently giving below \$1,200 and lead efforts, including leveraging events, to cultivate and solicit them to join the Leadership Circle (\$1,200+).
- Partner with the Chief Philanthropy Officer to research and develop a strategic framework and feasibility roadmap for a potential Giving Circles program, assessing donor interest and organizational capacity for long-term implementation.

3. *Corporate Partnerships, Solicitation & Stewardship*

- Proactively identify and solicit corporations for gala sponsorships and year-round programmatic support.
- Serve as the primary point of contact for existing corporate sponsors. Actively manage these relationships through regular communication, impact reporting, and year-round engagement to ensure high retention and growth.
- Build a diverse pipeline of new corporate prospects, using events as the primary tool to showcase the value and impact of a Horizons partnership.
- Author and submit compelling corporate grant applications and impact reports

4. *Strategy, Analysis & Administration*

- Partner with the Chief Philanthropy Officer to align event-based solicitation strategies with the foundation's broader long-term vision.
- With Development Operations Manager, develop standard reports and dashboards to track event ROI, table/ticket sales progress, raffle revenue, and donor conversion rates.
- Navigate complex logistics—including permits, raffle licensing, and security—with the discretion and sensitivity required for high-profile community and donor gatherings.

- Perform other duties as assigned to support the development team and the broader mission of the foundation as opportunities and needs arise.

QUALIFICATIONS

- Demonstrated commitment to the mission, values, and aspirations of the organization, including a commitment to LGBTQ rights, social justice, equity, and civic engagement.
- Knowledge of and/or experience with Bay Area LGBTQ communities, including a familiarity with local nonprofit organizations and the pressing issues facing the community.
- Minimum of 3 years of Development experience, including significant events management experience. Proven track record of gift solicitation from individuals and/or corporations.
- Excellent written and interpersonal communication skills. Highly relational with a strong ability to build relationships with donors, vendors, colleagues, and partners.
- Database experience required, including developing queries and reports; experience with Salesforce or comparable CRM preferred.
- Outstanding organizational and time management skills, including proven ability with project management and to efficiently manage multiple tasks under tight deadlines and in a fast-paced environment.
- Excellent problem-solving skills, including the ability to anticipate problems and use judgment appropriately to plan solutions.
- Self-starter, able to work independently and as a member of a team, and entrepreneurial; enjoys creating and implementing new initiatives.
- Strong attention to detail with a high level of accuracy.
- Professionalism, initiative, and personal responsibility; integrity, grace under pressure, and a sense of humor.
- Ability to travel; valid driver's license.

COMPENSATION, HOURS, AND OFFICE

This is a full-time salaried position. The full salary range for this position is \$95,000-\$120,000 commensurate with qualifications and experience. In addition to federal and other paid holidays, Horizons' current practice is to offer staff an additional day off on the

last Friday of the month. Horizons offers a generous benefits package that includes full health, vision, and dental coverage; vacation and sick leave; up to an 8% employer contribution to a 403(b) retirement plan; and the pride of working at a critical community institution. Occasional evening and weekend work hours are required at various times throughout the year, particularly to support Horizons' annual and quarterly events and to participate in grantee and community events.

Horizons' standard work schedule is hybrid. Staff are expected to work from the Foundation's downtown San Francisco office on Tuesdays, Wednesdays, and Thursdays. Mondays and Fridays may be worked remotely. All staff are expected to observe the designated in-office days. The Foundation's office is conveniently located approximately 1.5 blocks from the Montgomery BART/MUNI station.

PHYSICAL REQUIREMENTS

The physical demands of this position are light, with the expectation that the staff person can exert up to 20 lbs. of force occasionally, up to 10 lbs. of force frequently, and a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with the ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EQUAL OPPORTUNITY

Horizons Foundation is an equal opportunity employer that supports and upholds diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender-nonconforming, and non-binary people; LGBTQ people; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment and encourage and seek qualified candidates of all backgrounds.

APPLICATION PROCESS

To apply, please submit a cover letter, your resume, and two relevant writing samples, preferably in a single PDF, to careers@horizonsfoundation.org with "Development Manager Corporate and Community Engagement" in the subject line. Incomplete applications will

not be considered. Applications will be accepted until the ideal candidate is identified. Interested but unsure you meet all the qualifications? Please feel free to submit an application and make the case for why your experience is transferable to this role. Early submissions are encouraged and will be reviewed as they are received. No phone calls, please. Thank you for your interest in Horizons and your support for the LGBTQ community.