

Organization: Friends In Deed

Title: Development Manager, Events and Advancement Services

Location: Pasadena, CA

Status: Non-exempt (hourly), Full-Time (up to 40 hours per week)

Hourly Rate: \$25-\$30 DOE

About Friends In Deed:

Friends In Deed (FID) is a social services agency that focuses on reducing and preventing homelessness and alleviating the effects of poverty for the community's most vulnerable citizens. FID operates five programs: Food Pantry, The Women's Room (a day shelter for homeless and at-risk women), Street Outreach and Housing, Bad Weather Shelter, and Eviction Prevention and Rental Assistance. Friends In Deed is committed to providing compassion, connection, and dignity for all clients experiencing times in their lives when they need assistance most.

About the Position:

Friends In Deed is seeking a full-time Development Manager. This position plays a vital role by providing events coordination, overseeing advancement services, supporting Marketing and Communications in Annual Giving, and administrative support to all aspects of Development. This person interacts with all constituencies of the nonprofit, including donors, volunteers, board, staff, and sometimes clients.

The ideal candidate would be nonprofit-experienced, detail-oriented, creative, energetic, innovative, and a collaborative problem solver with sound judgment. The Development Manager is a full-time, non-exempt position, with a salary commensurate with experience and qualifications.

Primary Responsibilities:

- Supports the Director of Development and Chief Executive Officer to execute and plan key elements of the annual Development operating plan
- Schedules and manages FID's event itineraries & calendar every fiscal year
- Regularly communicates and leverages key stakeholder relationships with community partners
- Works within donor database, Little Green Light (LGL), to maintain and create reporting information to support all Development needs, including but not limited to Advancement services materials and Annual Giving trends
- Tracks donor gifts and processes them into LGL database
- Creates regular contact reports from LGL database to facilitate FID donor development
- Updates LGL dashboards and compiles reporting for Advancement committee and Leadership meetings
- Supports Development Manager, Marketing and Communications drafting acknowledgment letters, event sponsorships and solicitations, and other Development communications
- Collaborates with the Development Manager, Marketing and Communications with list segmentation and event mailings
- Serves as primary event coordinator and work closely supporting

Development team for event logistics including preparation, expenses, revenue, execution, and load out

- Maintains FID brand marketing guidelines across organization events
- Maintains guest lists, gathering and preparing registration materials, check-in, and other duties for donor stewardship events, in partnership with other Development staff
- Assists with all Development-focused events such as Circle of Friends stewardship events, volunteer appreciation, and other Development-focused events
- Manages Development event finances to help team secure fundraising goals
- Provides on-site administrative support for Director of Development and Communications
- Works closely with volunteers, staff, and outside vendors on all FID community projects
- Special projects as needed and other duties as assigned

Qualifications:

- Associate's or bachelor's degree in a related field
- Experienced in event management, preferably in nonprofit space
- Excellent verbal and written communications skills
- Capable of presenting information concisely and effectively, both verbally and in writing
- Experience in administrative work, preferably in a nonprofit
- Skilled in organizing and prioritizing work; able to take initiative and work autonomously to work independently with little supervision, and also as part of a team
- Interpersonal, analytical, technological, and problem-solving skills, as well as the ability to multitask
- Demonstrated ability to excel in a fast-paced work environment and understand the importance of relationship-building among constituents
- Adhere to strict confidentiality of prospect and donor information
- Some evening and weekend work will be required

How To Apply: Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. Friends In Deed recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore, we encourage candidates with some or most of the qualifications to apply.

Please email a cover letter and resume in one PDF to faviot@friendsindeedpas.org.

Application Deadline: August 09, 2026

Anticipated Start Date: August - September 2026

Benefits of working at Friends In Deed:

- Hybrid office/work-from-home weekly schedule
- 10 days of vacation plus one week off in the winter and one week off in the summer (4 work weeks total)
- Paid sick time
- All major holidays are off plus one floating holiday
- Medical, Dental and Vision fully paid (select options)
- Flexible work hours (within range)
- Up to \$500/year for professional development
- Employee assistance program
- Mileage reimbursement
- Friendly work environment

Friends In Deed is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. We embrace and celebrate the spectrum of our employees'/volunteers'/clients' age, color, ability or disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio economic status, veteran status, neurodiversity, and other characteristics that make our employees/volunteers/clients unique.