

Job Title: Director of Development
Classification: Full-time, Exempt
Reports to: Executive Director
Salary Range: \$90,000 - \$110,000
Location: On-site – San Diego (One day hybrid)



ABOUT EMILIO NARES FOUNDATION

For more than 21 years, the Emilio Nares Foundation (ENF), a 501(c)(3) organization based in San Diego, has helped families navigate their child's journey with cancer and other life-threatening diseases.

Today, we serve San Diego, Orange, Riverside, Imperial Valley, San Bernardino, and Los Angeles Counties by providing culturally responsive resource navigation and connecting families to services such as free transportation to medical treatments, assistance with shelter, food, childcare, legal aid, mental health services, and many other services. Our holistic approach ensures families have the resources to not only survive but also thrive after their child completes treatment.

True to its mission of helping families, ENF's flagship program, Ride with Emilio has helped over 11,000 children throughout Southern California, ensuring they never miss a lifesaving treatment due to a lack of affordable transportation. These and other programs, including nutrient-dense snack bags for children in need of food following their chemotherapy and our end-of-life and family care programs, demonstrate our dedication to supporting families at all stages of each warrior's challenging journey.

This is an exciting time to join our organization, as we are evolving our work and expanding our reach.

POSITION SUMMARY

ENF is seeking a dynamic and experienced Director of Development to spearhead our fundraising and development efforts. This is a unique opportunity to build and lead a team, create robust systems, and establish a sustainable fundraising strategy. The Director of Development will play a critical role in expanding our donor base, enhancing donor engagement, and increasing philanthropic support to advance ENF's mission.

The Director of Development also serves as a member of ENF's leadership team. As such, the position requires an energetic, outgoing, well-organized, networking, and strategic-minded individual who can successfully build and maintain relationships with ENF donors, board and committee members, volunteers, and others who contribute to our organizational success.

KEY RESPONSABILITIES

Strategic Fundraising Leadership:

- Work closely with the Executive Director to develop and execute a comprehensive fundraising strategy (with a current goal of \$1.5M), incorporating annual giving, major gifts (\$25K+), corporate partnerships, grants, and special events.
- Identify, cultivate, and secure major gifts from individuals, foundations, and corporations.
- Maintain and manage a portfolio of high-potential donors and prospects.

Team Development and Management:

- Recruit, mentor, and lead a high-performing development team.
- Foster a collaborative and results-driven team culture focused on meeting ambitious fundraising goals.

Systems and Process Optimization:

- Design and implement efficient systems and processes for donor management, including Salesforce utilization, donor communications, and stewardship programs.
- Establish and track performance metrics to measure progress and success.
- Oversee the maintenance of clean, up-to-date donor and prospect records.

Donor Engagement and Stewardship:

- Develop and execute personalized engagement and stewardship plans to enhance donor retention and satisfaction.
- Organize and oversee donor recognition programs and events to acknowledge and thank supporters.

Grant Development and Management:

- Manage the grant writing consultant and oversee the preparation and submission of compelling grant proposals.
- Coordinate grant reporting and ensure compliance with all grant requirements and deadlines.

Partnership Building and Collaboration:

- Collaborate with the Executive Director and Board of Directors to align fundraising efforts with organizational goals.
- Develop and maintain strong relationships with community partners, corporate sponsors, and other stakeholders to support fundraising initiatives.
- Partner with the Executive Director to represent, articulate, and showcase ENF to civic groups and other public and private organizations.

Marketing and Communication Integration:

- Work closely with the marketing consultant to create compelling fundraising materials and campaigns.
- Utilize various communication channels to promote ENF's mission and fundraising efforts effectively.
- Oversee and execute signature fundraising events.

Financial Oversight and Reporting:

- Monitor fundraising budgets and ensure cost-effective use of resources.
- Prepare regular reports on fundraising activities, progress, and outcomes for the Executive Director and Board of Directors.
- Create and foster a culture of accountability.

CANDIDATE PROFILE

The successful candidate will be a collaborative, proactive, honest, and compassionate leader with professional experience and leadership attributes to inspire respect and shared vision among ENF's staff, board, donors, and external partners. This leader will be crucial in ensuring the organization's long-term sustainability.

DESIRED SKILLS AND EXPERIENCE

- Bachelor's degree in nonprofit management, marketing, communications, public relations, business administration, or a related field; advanced degree preferred and a minimum of 5 years of progressive experience in fundraising and development, with a proven track record of securing major gifts and building donor relationships.

OR

- Associate's degree in nonprofit management, marketing, communications, public relations, business administration, or a related field; and a minimum of 7 years of progressive experience in fundraising and development, with a proven track record of securing major gifts and building donor relationships.
- Strong connections and deep knowledge of the San Diego philanthropic community, including corporate entities, individual donors, and/or government funding.
- Exceptional ability to effectively communicate and build relationships with a broad range of constituents, including donors, volunteers, community leaders, co-workers, and the board of directors. Skilled public speaker and networker.
- Strong strategic thinking and planning skills, with the ability to implement and manage complex projects.
- Demonstrates strong personal initiative, proactiveness and the ability to drive projects through to completion.
- Demonstrated success in building and leading a development team with a minimum of three years managing staff and progressive fiscal responsibilities.
- Experience organizing special events such as fundraisers, third-party fundraisers, and galas.
- Proficiency in donor management software and CRM systems (e.g., Salesforce, Classy, Givesmart).
- Strong leadership skills to mentor and motivate employees to reach development goals.
- High level of organization, attention to detail, and accuracy.
- Exceptional writing and proofreading skills; ability to communicate clearly and effectively with a wide variety of audiences through various mediums (verbal, print, online).
- Reliable transportation and the ability to work flexible hours, including evenings and weekends. Ability to travel in the Southern California Region.
- Ability to lift up to 20 lbs.
- Fluency in Spanish is a plus.

This position is salaried, exempt, with flexibility needed for special events, meetings, and occasional presentations outside of regular work hours. The salary range is between \$90,000 and \$110,000, depending on experience. Benefits include medical, dental, and vision coverage, and life insurance.

Please submit a cover letter and resume to elsa@enfhope.org. The cover letter should include why you are interested in this position at ENF and an example of a successful initiative you led in the development/philanthropic space.

The Emilio Nares Foundation is an equal-opportunity employer and complies with all Federal and State regulations.