

Director, Fundraising and Development - Job Description

The Nephrotic Syndrome Foundation is looking for a motivated, independent, organized and compassionate professional to manage the development arm of our organization and augment the work of the Founder in all aspects of the Foundation's mission. The Nephrotic Syndrome Foundation is in the early stages of growth, and we are looking for an individual who has the experience and drive to take our Foundation to the next level. The individual in this role will be a critical player in the future success of NSF as we move into new and exciting territory making an impact on this fight.

Hours & Commitment: Applicant should be able to offer a minimum of 15 - 20 hours a week, bringing energy, passion, commitment and determination to the role. Hours, roles & responsibilities can be adjusted for the right candidate based on expertise and personal situation.

Roles & Responsibilities:

- Support all aspects of the Foundation.
- Hold direct responsibility for fundraising & development.
- Help set annual budget and plan for development and fundraising.
- Lead and execute on annual plan with support and collaboration of Founder and team.
- Help plan and execute fundraising and other development events.
- Work with the local community to recruit corporate sponsors and involvement in events including potential vendor campaign.
- Assist with or manage, all aspects of development, including identifying grant opportunities and overseeing submissions.
- Offer expertise in all areas of non-profit organization and operations. Advise on and implement best practices and process improvement initiatives across all aspects of Foundation.
- Work with Founder to ensure NSF is positioned for future growth and impact.
- Work with NSF volunteer membership as well as outside volunteer groups as needed.
- Correspond with patient families with compassion, respect and understanding to further our reach and impact as it relates to fundraising and development.
- Assist in and steward relationships with providers (UCSF, Kaiser, LPCH, etc.) as needed.
- Coordinate on media / press as related to development and events.
- Collaborate with and support the Executive Director / President as needed.

Qualifications / skills required:

- Minimum of BA or BS Degree.
- Minimum 3-5 years in past management roles.
- Minimum 3-5 years experience in non-profit space.
- Proven ability to meet deliverables, stay organized and driven in a dynamic environment.
- Excellent interpersonal and communication skills, with proven ability to lead a team, collaborate with and inspire individuals while executing on plan.
- Event planning, fundraising and / or grant writing experience.
- Highest level of proficiency in all office functions and applications including Word, Excel, Powerpoint, Outlook email, and Google Suite (sheets, documents and slides)