

## Director, 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 securing funding to fuel the Foundation's mission. The Nephrotic Syndrome Foundation is in the early stages of growth, and we are looking for a dynamic individual with 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 seek the funding needed to make an impact on this fight.

**Hours & Commitment:** Applicants should be able to offer a minimum of 20-25 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. Compensation will depend on candidate qualifications.

### Roles & Responsibilities:

- Manage all aspects of development, including identifying new opportunities, completing and submitting grant applications / requests for support and following up on submissions.
- Research new prospects and opportunities, quantifying and prioritizing them, building, managing and forecasting an active pipeline for opportunities 6 - 18 months out.
- Prepare and submit grant reports for awarded grants.
- Draft letters / emails of introduction for new opportunities / sources of funding, focusing on private foundations / philanthropic individuals / corporations and / or private businesses.
- Execute on annual budget, securing incremental funding needed to support of F&D plan.
- Develop and foster relationships with current and new funding organizations and high level donors to maintain and grow pipeline support ongoing development.
- Assist in and steward relationships with donors and providers (UCSF, Kaiser, LPCH, etc.) as needed, identifying and pursuing related development opportunities.
- Work with the local community and local NSF Team to find corporate sponsors and negotiate involvement in events including potential partnerships and / or campaigns.
- Offer expertise in non-profit organization / operations as it relates to development and / or fundraising. Advise on and implement best practices and process improvement.
- To the extent time allows, plan and execute fundraising and other development events.
- Correspond with patient families with compassion, respect and understanding to further our reach and impact as it relates to fundraising and development.
- Coordinate as needed on media / press as related to development and events.
- Collaborate with and support Founder in all areas to ensure NSF is positioned for growth & impact.

### Qualifications / skills required:

- Minimum of BA or BS Degree.
- Minimum 5+ years in past management roles.
- Minimum 5+ years experience in non-profit space.
- Fundraising and / or grant writing experience.
- Knowledge of & ability to efficiently navigate grant databases & research opportunities.
- High level of proficiency using AI as a tool.
- 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.
- Highest level of proficiency in all office functions and applications including primarily the Google Suite (sheets, documents and slides), Word, Excel, Powerpoint and Outlook.

**Impact & Community:** This candidate will be a key part of The Nephrotic Syndrome Foundation and the purposeful work we do to serve children battling Nephrotic Syndrome. This role has the potential to touch hundreds of children and families, changing the world by offering groundbreaking support. Our perfect candidate will bring drive, vision, passion, dedication, creativity and compassion to the role. They are an undeterred, dynamic leader with clear organizational skills who will bring warmth, determination and professionalism to this role as they make a significant difference in the lives of children and families.