

## The San Diego River Park Foundation

### JOB DESCRIPTION: Fundraising Coordinator

**Reports to: Director of Philanthropy**

**Full Time**

**Compensation: \$20 per hour with benefits**

**Starts Immediately**

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**OVERVIEW:** The San Diego River Park Foundation is an award winning 501c3 nonprofit organization working toward a better future for the San Diego River and its ecosystem through advocacy, programs, special projects and engagement. This is a full-time position.

The ideal candidate will share our passion for the outdoors and nature while having experience with fundraising and digital marketing content. This person needs to be a good storyteller which translates into compelling content for grant application, social and print media materials and conversations with potential donors.

This is an opportunity to join a growing organization as it prepares to establish a new river education center in Mission Valley while continuing two decades of dedicated work toward nature stewardship, appreciation and conservation. If you have skills at digital content and or graphic design that will be very helpful. You will work directly with the Director of Philanthropy.

#### **ESSENTIAL RESPONSIBILITIES:**

- Donor Prospect research
- Program Grant research and writing
- Coordinate donor recognition activities and record keeping
- Create digital and printed content as part of fund development strategy including digital targeted “mini-fundraisers,” Annual Fund and other efforts
- Provide support to Director of Philanthropy
- Talk with people and interact to engage them

**The above list is not intended to be comprehensive as other duties may be assigned and responsibilities may be modified over time to meet the needs of the organization.**

**KNOWLEDGE & SKILLS DESIRED:**

- Graphic Design – Adobe Creative Cloud
- Attention to detail and accuracy, very organized
- Strong communication skills
- Love interacting with people
- Proficient computer (PC) and Microsoft Office skills required
- Passion for working at a non-profit, community-based organization
- Team player and enjoy working in small teams
- Knowledge of DonorPerfect or similar data base system preferred
- Ability to generate presentations for donor meetings and gatherings
- Requires some evening and weekend work hours

**PHYSICAL REQUIREMENTS:** Must be able to lift up to 20 lbs.

Benefits: The employee will be provided a medical and dental plan (Kaiser). Additionally sick leave, holidays and PTO is provided. Details are provided in the current employee manual, which will need to be reviewed and confirmed in writing prior to acceptance by the employee.

**WORKING CONDITIONS:** The San Diego River Park Foundation maintains an office in western Mission Valley approximately .7 miles from the Old Town Transit Center. Remote work is currently encouraged with regular communications through ZOOM and phone. Post pandemic some office work will be required as well as visiting program sites, with donors and other meetings in San Diego. T

**NOTE: Initially a phone interview will be conducted and then ZOOM or other virtual interviews will be conducted with selected applicants.**