

## **The San Diego River Park Foundation**

**Position Title:** Donor Relations Officer  
**Reports to:** Director of Philanthropy  
**Classification:** Full-time, Exempt  
**Salary:** \$58,240 plus benefits

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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.

The San Diego River Park Foundation offers a competitive compensation package including payment of 100% of the monthly premiums for medical and dental insurance, annual accrual of 80 hours of paid time off in addition to 1 week of sick leave and 10 paid holidays, 401k plan is available with 4% employer match.

The ideal candidate will share our passion for the outdoors and nature while having documented experience with fundraising. We are seeking a good storyteller and a people person who can work closely with our Director of Philanthropy on all aspects of fundraising.

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.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Donor prospect research and proposal writing
- Develop and manage relations with event and program sponsors
- Responsible for developing and implementing strategies to grow annual giving program and targeted campaigns
- Explore new revenue stream opportunities and 1% for the Planet relations
- Make presentations to engage people with the work of the organization
- Support Director of Philanthropy with Major Gift Program
- DonorPerfect database management and gift processing

**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:**

- At least three years of relevant work experience
- Attention to detail and accuracy, very organized
- Strong communication skills both written and verbal
- 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
- Proficiency in DonorPerfect or similar donor relations management system
- Ability to generate presentations for donor meetings and gatherings
- Requires some evening and weekend work hours
- Strong organizational skills and possess the ability to work independently in a small team handling multiple priorities in a fast-paced work environment. Creative and strategic thinking required.

**PHYSICAL REQUIREMENTS:** Must be able to lift up to 15 lbs., make presentations, travel to meetings and events, type and be able to work in an open office environment which can be noisy at times.

**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. Employees are required to meet current vaccination requirements based upon local, state and federal guidelines, orders and regulations.

**The San Diego River Park Foundation is an Equal Opportunity Employer.**

This job description is intended as a guide and not inclusive of every duty the employee is expected to perform.

To APPLY: Please send an introductory email and your resume to [employment@sandiegoriver.org](mailto:employment@sandiegoriver.org). Inquiries are welcome.

Final thoughts: we are hopeful to find a new team member who is available to start right away and someone who lives in San Diego and already knows the philanthropic environment here.