

## The San Diego River Park Foundation

**Position Title:** Senior Manager, Public Engagement & Philanthropy  
**Reports to:** CEO  
**Classification:** Full-time, Exempt  
**Pay:** \$66,560 annual salary plus paid leave, health care, 401k w/ Employer Match

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Do you love putting on events large and small? Do you have a passion for nature and ideas about engaging people to foster meaningful and emotional nature connections?

The San Diego River Park Foundation is seeking an experienced nonprofit professional to add to our team who will organize impactful donor and volunteer events, outings, and experiences. You will create volunteer teams to support these efforts and help engage people through impactful digital and print brand awareness strategies. The person must have strong communication and marketing abilities.

The ideal candidate will want to build on the organization's 22 year history while able to bring new ideas to create a growth strategy.

If this sounds like a good fit for you interests, education and experience, we look forward to hearing from you.

### Activities and Responsibilities

#### 80% Public Engagement

- Manage our annual 300+ person Anniversary Celebration in September
- Lead our May River Days to grow this annual event into a revenue producer
- Create and support committees of volunteers assisting with event planning
- Expand public engagement through new outings, exploring fee-based experiences, and enhancing marketing strategies
- Support other programs by enhancing volunteer engagement and retention strategies such as auditing selected events and locations for recommended enhancement actions

#### 20% Philanthropy

- Work with the Philanthropy Team to develop case studies and messaging to enhance brand awareness and fundraising success
- Work with the Administrative Team to enhance donor communications and increase community giving
- Provide creative design input for fundraising content
- Take a key role on the Philanthropy Team to develop a new annual fundraiser

### What we are looking for in an applicant:

- At least two years of relevant experience working with a nonprofit. This can be partially offset by education, volunteer activities, or other related experiences
- You are great working with people and love speaking to groups
- You understand that as a small nonprofit the ability to be resourceful and work as part of a team is essential

- You have experience putting on fundraising and volunteer events and love doing so
- You are available and willing to work some evenings and weekends
- You have fun, are creative, love engaging volunteers and making them the star
- You have a working knowledge of marketing for nonprofits
- You are good at creating graphics and other content
- You are highly organized, and like to do the planning needed for successful events

**PHYSICAL REQUIREMENTS:** Must be able to lift up to 15 lbs., make presentations, travel to meetings and events, do computer entry, tabling at events, and love working 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. This position while flexible, requires regular participation at office meetings as well as the ability to visit program sites, meet with volunteers, event sponsors, and attend other meetings in San Diego. The workplace has a lot of flexibility and the focus is outcomes-based. Free parking at the office is provided.

Office location: 4891 Pacific Highway, Suite 114; San Diego, CA 92110

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

This job description is intended as a guide and is not inclusive of every potential duty. This position reports to the President and CEO. In the future, as the organization grows its budget, we anticipate this position will report to a Director of Philanthropy or a similar position. It is possible over time this position could grow into that role.

We realize the ideal candidate may not fit the above description perfectly. If you believe you are qualified for the position, love our mission, and think you would excel in this role, we welcome your application. ***Some nonprofit experience is required.***

**To APPLY: Please send an introductory email explaining your interest along with your resume to [employment@sandiegoriver.org](mailto:employment@sandiegoriver.org).**

A background check will be required before the commencement of employment.

Please contact Rob Hutsel, CEO, at [rob@sandiegoriver.org](mailto:rob@sandiegoriver.org) for questions.

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 40 hours of sick leave and 10 paid holidays, a 401k plan is available with 4% employer match.