

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

**Position Title: Philanthropy Officer**

**Reports to: CEO**

**Classification: Full-time, Exempt**

**Salary: \$64,480 plus leave, health care, 401k w/ Employer Match**

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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 incredible resources through advocacy, philanthropy, ongoing 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 with an emphasis on written communications and event planning.

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:**

- All aspects of event planning for our annual event, giving circles, and donor tours
- Be the primary program grant writer with an emphasis on ongoing relationships while identifying and developing new opportunities
- Donor prospect research and proposal writing for capital campaigns and programs
- Take a key role in exploring new fundraising events and strategies
- Work with the Marketing and PR Manager on communications for events and acknowledge grantors
- Work with the administrative team to manage the grant opportunities list
- Take the lead on submitting required reports for awarded grants
- Work with the administrative team to manage donor communications and increase donor retention rates
- Be part of the team and help develop philanthropy strategies and explore new ideas and opportunities

**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 grant writing and event planning experience
- Have attention to detail, be accurate, and be very organized
- Document strong communication skills both written and verbal
- Love interacting with people and exploring their philanthropy interests
- Proficient computer (PC) and Microsoft Office skills required
- Passion for working at a nature non-profit, community-based organization
- Be a team player and enjoy working in small teams
- Proficiency in DonorPerfect or similar donor relations management system is desired or the ability and willingness to learn and utilize
- Ability to generate presentations for donor meetings and gatherings
- Be available and willing to work some evenings and weekends
- Have strong organizational and time management skills and possess the ability to work independently in handling multiple priorities in a fast-paced work environment. Creative and strategic thinking required.
- Have fun and love what you do while being focused to meet the team's annual objectives
- Knowledge of the San Diego philanthropy community is required

**PHYSICAL REQUIREMENTS:** Must be able to lift up to 15 lbs., make presentations, travel to meetings and events, do computer entry, 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. Weekly in-person meetings have been beneficial and are required as well as the ability to visit program sites, meet with donors, and attend other meetings in San Diego. The workplace has a lot of flexibility and the focus is outcomes-based.

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.

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.

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

If you are selected, we will conduct an initial ZOOM meeting to get to know you and answer questions. Final candidates will be required to participate in an in-person interview at our office. A background check will be required prior to the commencement of employment.

Phone inquiries are welcome. Please contact Rob Hutsel, CEO, at [rob@sandiegoriver.org](mailto:rob@sandiegoriver.org) or call 619-244-7024. We look forward to hearing from you.

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. This is a new position.