

The San Diego River Park Foundation

JOB DESCRIPTION: Philanthropy Coordinator

Full Time

Compensation: \$23 per hour with benefits

Starts Immediately

OVERVIEW: The San Diego River Park Foundation is an award-winning 501c3 nonprofit that loves everything about the San Diego River. We seek to engage people to help work toward the vision of the river as a cultural, natural, and recreational resource for all to enjoy and where nature thrives.

We have created a position on our team for someone who will assist with the growth of our fundraising efforts. The ideal candidate shares our passion for nature and has experience and/or education in philanthropy. Some marketing experience is helpful.

The fundraising coordinator will need to be good at speaking with potential and existing donors by phone, writing funding proposals and grants, and creating donor communication materials.

Regular duties include working with the administrative team to research potential grant and donor prospect opportunities, creating short thank you videos, and community outreach.

This is an opportunity to join the organization as it prepares to open a new river education center in Mission Valley while continuing two decades of dedicated work toward nature stewardship, appreciation and conservation.

ESSENTIAL RESPONSIBILITIES:

- Grant and proposal writing – emphasis is on funding for ongoing programs
- Sponsorship and in-kind solicitations
- Annual Fund print and digital communications (focused on gifts from \$10 - \$500) – both existing donors and to recruit new donors
- Work with the Senior Manager for Major Gifts and other team members
- Donor outreach – support donor-centric events, community presentations, new donors, and other outreach
- Maintain the grant library, including supporting materials.

The above list is intended not to be exhaustive, as other duties may be assigned and responsibilities may be modified over time to meet the organization's evolving needs.

KNOWLEDGE & SKILLS DESIRED:

- Must be an engaging and persuasive writer
- Graphic Design – Canva or similar
- WordPress experience
- ChatGPT
- Attention to detail and accuracy, very organized
- Enjoy making community presentations
- Love interacting with people (phone and in person)
- 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 database system preferred
- Ability to generate short videos (using a cell phone)
- Hours are flexible, but occasional work on evenings and weekends for events and community meetings is required.

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

Benefits: The position includes the opportunity for an employer-paid medical and dental plan (Kaiser). Additionally, 40 hours of sick leave, 10 holidays, and 2 weeks of PTO are provided. Employer 401k match (4%) provided.

WORKING CONDITIONS: The San Diego River Park Foundation maintains an office in western Mission Valley, approximately .7 miles from the Old Town Transit Center. A shared office workspace is provided. The position supports remote work and flexible hours. At least once per week in-person meetings are required.

We encourage anyone interested in this position to apply if they feel they have the experience and skills needed for success, even if that doesn't cover all aspects of this job description. Potential for growth to a manager-level position is available after demonstrating success.

To apply, send an email describing your interest in the position and any other details along with a resume (PDF format, please) to employment@sandiegoriver.org

For questions, please email employment@sandiegoriver.org

We will review applications as they are received. Some applicants will be selected for an interview. We are looking for a qualified candidate who is available to start immediately (within 2 weeks of being hired).