The San Diego River Park Foundation

JOB DESCRIPTION: Philanthropy Coordinator – Grant Writing
Full Time
Compensation: $26.50 per hour with benefits
Starts Immediately

OVERVIEW: Are you a good storyteller and detailed oriented? Do you want to join a team that is dedicated to nature and to fostering stewardship and understanding of the river and its incredible ecosystem? Then consider applying!

This Philanthropy Coordinator position helps identify grant opportunities and create written proposals to submit to potential funders. You must be able to create compelling content. It is also important that you are good at writing as a team and meeting deadlines. Pre-application work includes online research, communicating with potential funders, and working with program staff to create clear, compelling applications. 80% of the position is dedicated to grant writing and reporting.

You will also be trained to use our donor management system, as it is an important tool in donor relationships. 20% of the position involves donation processing and related activities such as donor report generation.

ESSENTIAL RESPONSIBILITIES:

- Grant and proposal writing – emphasis is on funding for ongoing programs with an priority on youth nature education and community engagement
- Research on grant opportunities including communications with potential funders
- Maintaining a grant prospect tracking system
- Review and write grant reports after being awarded
- Work with leadership and program staff to develop proposal
- Maintain the grant resource library with up to date supporting items
- Two days a week on a regular schedule support donation processing, CRM report generation, and phone inquiries

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
- Experience using ChatGPT – this is a required skill to have
- Attention to detail and accuracy, very organized
- Enjoy 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
- Hours are generally flexible and hybrid schedule is allowed - at a minimum on two regularly schedule days for 4 hours, you will be in donor processing role
- Some grant writing or proposal writing experience is helpful

REPORTS TO: Director of Philanthropy

PHYSICAL REQUIREMENTS: Must be able to lift up to 15 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 MissionValley, approximately .7 miles from the Old Town Transit Center. A shared office workspace is provided. In addition to the above requirements, in-person team meetings will be 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).