



**Job Title:** Development Director  
**Classification:** Full-time, Exempt  
**Reports to:** Executive Director  
**Direct Reports:** Development Manager and part-time Grant Writer

**The Emilio Nares Foundation (ENF) is a nonprofit organization that helps families navigate through their child's journey with cancer. Please visit our website to become familiar with our work: [www.enfhope.org](http://www.enfhope.org).**

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### **Position Summary**

This is an exciting time to join ENF as we continue to grow both locally and nationally. The Development Director is a critical position to the organization, leading our development team and overseeing every aspect of our fundraising efforts. The selected candidate will work closely with our Executive Director and the Program Team to ensure fundraising efforts fulfill ENF's mission and program needs.

As one of the most senior and visible representatives of ENF, the Development Director will help integrate the development and marketing/communications areas to maximize ENF's exposure and fundraising opportunities. She/he will foster and maintain relationships with key individual, corporate and institutional donors and will spend significant time out of the office in cultivation and solicitation meetings.

The Development Director also serves as a member of ENF's leadership team. As such, the position requires an energetic, outgoing, well-organized, and strategic-minded individual who can successfully build and maintain relationships with ENF donors, board and committee members, volunteers, and others who contribute to our organizational success.

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### **Primary Areas of Responsibility**

- Work closely with the Executive Director to design, plan and execute a comprehensive Development Plan (including major gifts, annual giving and corporate sponsorships) to increase support from members of the board of directors, key contributors, and other benefactors in the San Diego community to broaden the base of support for ENF.
- Create and execute a strategy for cultivating and stewarding a growing base of annual individual donors.
- Expand and diversify ENF's donor pipeline to secure funding for existing and new initiatives.
- Serve as staff lead to the bi-monthly External Committee and work closely with the chair to strategize and implement their goals.
- Assist Executive Director and Treasurer in annual budgeting process.
- Create and implement innovative strategies for securing new and untapped resources, including in-kind donations.
- Coach, mentor, develop and manage ENF's development manager.
- Oversee design and production of donor recognition and appreciation communications.
- Develop annual grants strategy and oversee grants/reporting schedule to assure timely submissions and reports on all grant funding.
- Supervise the part-time grant writer to ensure that all grants meet ENF's standards and support the mission and vision of the organization.

- Meet with grants funders; develop strong working relationships with program officers, government officials, and others. Provide editorial support as needed for grants.
- Develop solicitations/support materials with the intent of attracting new gifts and upgrading gifts from existing donors.

### **Major Gifts Solicitation and Stewardship**

- Maintain an active list of top donors and prospects and create/pursue a plan to solicit and close major gifts.
- Schedule a minimum of four donor meetings/visits per week.
- Strategically include Board members and staff members from other departments in site visits/meetings with donors.
- Utilize the “breakfast, lunch and coffee” approach to build relationships to maximize giving, knowing that the most valuable time spent is either in person or on the phone with these important contacts.
- Play an instrumental role in the fundraising events and other donor-related events throughout the year, including: planning, securing underwriting and ticket sales, mingling with donors during events and following up.
- Regularly attend external events that provide the opportunity to network with current and prospective donors.
- Other duties as assigned.

### **Position Qualifications**

- Bachelor’s degree or higher.
- Minimum of five years of experience in development and demonstrated success securing funds from individuals, foundations, and events in San Diego.
- Exceptional ability to effectively interact with a broad range of constituents that include donors, volunteers, community leaders, co-workers, and the board of directors.
- Skilled public speaker and networker.
- Projects both entrepreneurial zeal and a growth mindset.
- Strong leadership skills to mentor and motivate employees to reach development goals.
- High level of organization, attention to detail, and accuracy.
- Exceptional writing and proofreading skills; ability to communicate clearly and effectively with a wide variety of audiences through various mediums (verbal, print, online).
- Demonstrates strong personal initiative and the ability to drive projects through to completion.
- Poised and professional in all scenarios
- Demonstrable compatibility with ENF’s core values.
- The ability to lift up to 20lbs, have reliable transportation and ability to work flexible hours.
- Fluency in Spanish a plus.

This position is salaried, exempt, with flexibility needed for special events, meetings or occasional presentations outside of normal work hours. Salary is \$60,000+ depending on experience. Benefits include medical, dental and vision coverage and life insurance.

**Please submit a cover letter and resume to [diana@enfhope.org](mailto:diana@enfhope.org). Cover letter should include your three most cherished values and why they are important to you.**

*The Emilio Nares Foundation is an equal opportunity employer and complies with all Federal and State regulations.*