



Job Title: Orange County Development Director
Location: Orange County
Classification: Full Time, Exempt
Reports to: President/CEO

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.

Position Summary

This is an exciting time to join ENF as we continue to expand our services in Orange County. We have an excellent opportunity for an experienced fundraising professional to oversee the fundraising activities in the Orange County region.

The Orange County Development Director's primary focus is to develop and implement new fundraising strategies that will significantly increase awareness, revenue and support expansion of ENF programs in order to provide the highest quality experience for our ENF families in the Orange County Region. She/he will create and maintain relationships with key individual, corporate and institutional donors and will spend significant time in cultivation and solicitation meetings. This 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, hospital staff and others who contribute to our organizational success.

The total budgeted staff for this office, including the OC Development Director, is four.

Primary Ares of Responsibility

- Responsible for the expansion of ENF’s funding base within the Orange County Region as well as the development and stewardship of relationships with new and existing donors.
- Raise awareness of ENF’s mission and work.
- Recruit, train, and manage members of Orange County Leadership Council (OCLC) and other volunteer committees.
- Develop and execute the ENF Orange County annual Fundraising & Marketing-Communications Plan to secure a minimum of \$400,000 annually.
- Secure financial support from individuals; grants (foundation, corporate & government), and events & beneficiary partnerships.
- Create and execute a strategy for cultivating and stewarding a growing base of annual individual and major donors.
- Build and maintain an active list of individual major gift prospects and create/pursue a plan to cultivate them.
- Schedule a minimum of four donor meetings/visits per week.
- 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.

- Strategically include OCLC members and staff members from other departments in site visits/meetings with donors.
- Oversee all Orange County special events planning, implementation, and evaluation.
- Work with the part-time Grant Writer on the annual grant calendar.
- Support Strategic Planning and advise on how organizational needs and growth plans fit within current and changing funding sector interests.
- Regularly attend external events that provide the opportunity to network with current and prospective donors.
- Develop solicitations/support materials with the intent of attracting new gifts and upgrading gifts from existing donors.
- Assist Executive Director, San Diego Development Director and Administrator in annual budgeting process.
- Perform other duties as assigned.

Education and Experience

- Bachelor's degree or higher.
- Minimum of five years of experience in development and demonstrated success securing funds from individuals, foundations, and events in Orange County.
- Exceptional ability to effectively interact with a broad range of constituents that include donors, volunteers, community leaders, co-workers, and the board of directors.
- Demonstrated excellence in organizational, leadership, and communication skills.
- Successful experience in committee/board development and management.
- High level of organization, attention to detail, and accuracy.
- Demonstrates strong personal initiative and the ability to drive projects through to completion.
- The ability to work independently, with flexibility and minimal supervision is a necessity as the Executive Director and other full-time staff are not located in Orange County.
- Skilled public speaker and networker.
- Exceptional writing and proofreading skills; ability to communicate clearly and effectively with a variety of audiences through various mediums (verbal, print, online).
- Knowledge of the Orange County community and its resources.
- The ability to lift up to 20lbs, have reliable transportation.
- The ability to work flexible hours as needed for special events, meetings or occasional presentations outside of normal work hours.
- Poised and professional in all scenarios
- Demonstrable compatibility with ENF's core values.
- Fluency in Spanish a plus but not necessary.

This position is salaried, exempt, with flexibility needed for special events, meetings or occasional presentations outside of normal work hours. The salary range is between \$60,000 and \$70,000, depending on experience. Benefits include medical, dental, and vision coverage and life insurance.

Important Note: Employment is remote and the employee must live in Orange County

Qualified applicants please submit a cover letter and resume to karen@enfhope.org.

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