



## EMILIO NARES FOUNDATION EXECUTIVE DIRECTOR

The Emilio Nares Foundation (ENF) [www.enfhope.org](http://www.enfhope.org), founded in 2003, is a 501(c)(3) organization based in San Diego. True to its mission of helping families navigate their child's journey with cancer and other life-threatening diseases, ENF's flagship program, Ride With Emilio, has helped over 5,000 children throughout Southern California ensure they never miss a lifesaving treatment due to lack of affordable transportation.

In addition to the Ride With Emilio Program, ENF is engaged in the well-being and care of its families through the Family Resource Centers operated at Rady Children's Hospital-San Diego and Children's Hospital of Orange County. ENF's trained, bilingual staff members serve families through honest dialogue and access to information on treatment, housing, employment, financial aid, legal aid, and other forms of assistance.

These and other programs, including Snack Bags for children in need of healthy food following their chemo treatments and our end-of-life and family care programs, show the dedication and support of our families in all stages of each warrior's challenging journey.

We seek a dynamic and passionate leader to join ENF as Executive Director, guiding our mission and positively impacting the lives of the children and families we serve.

### POSITION SUMMARY

The Executive Director, based in San Diego, California, will serve as ENF's lead champion to all audiences and will work to strengthen and expand relationships essential to the organization, including, but not limited to, children and their families, current and potential strategic partners, donors, hospitals, and others that embrace the vision of the organization.

In partnership with the Board of Directors and staff, the Executive Director will be responsible for the organization's overall success. This includes leading and supporting the organization through the development, refinement, and execution of its strategic plan. Having just celebrated our 20<sup>th</sup> anniversary, the Executive Director will lead the way in honoring our past, embracing the present, and preparing the organization for its future success.

The Executive Director will foster an organizational culture based on empowerment, collaboration, and inclusivity, ensuring excellence in programming, operations, fundraising, and fiscal management. With a small but dedicated team, the Executive Director can harness our staff's knowledge and compassion to work together to further our mission.

### DUTIES & RESPONSIBILITIES

- Dynamic Leadership
  - Provide overall strategic leadership for ENF, championing our multicultural clients, their families, our staff, Board, and partners.

- Establish a transparent and inclusive structure for the organization to facilitate our programs' continued excellence and evolution.
- Motivate and coach staff, cultivating a positive and productive organizational culture.
- Collaborate with the board and staff to create and execute a comprehensive strategic plan.
- Foster a culture of cross-functional collaboration, communication, and positive feedback loops, recognizing the impact of all staff on our mission.
- Strengthen ENF's Relationships & Resources
  - Serve as the lead spokesperson, advocate, and relationship builder to deepen our roots within the communities we serve.
  - Actively participate in identifying, cultivating, and soliciting donor prospects and lead staff responsible for these activities.
  - Expand our reach within San Diego, Imperial, and Orange counties to establish diverse funding sources.
  - Foster strategic partnerships with professional, civic, and private organizations to raise the organization's profile.
- Create a Culture of Accountability
  - Prepare and manage an annual budget of approximately \$1.5 million.
  - Provide overall leadership to a staff of about 10 and direct all ENF activities, managing day-to-day operations, finance, human resources, IT, etc., to ensure the organization is operating effectively, efficiently, and fiscally responsible.
  - Stay informed of best practices and innovations in nonprofit management and governance, including finance, human resources, revenue development, program outcomes, and operations.
  - Foster a robust and transparent partnership with the Board, maintaining consistent, open communication regarding financial, programmatic, and impact metrics against established milestones and objectives.
  - Strive to cultivate a diverse and dedicated board by identifying and recruiting effective members representing a wide spectrum of demographics, including age, gender, ethnicity, culture, industry, and professional expertise.

## **CANDIDATE PROFILE**

The successful candidate will be a collaborative, proactive, transparent, and caring leader with professional experience and leadership attributes to inspire respect and shared vision among ENF's staff, board, donors, and external partners. This individual should be equally at ease in boardrooms, media events, and directly providing services to our diverse families in need. We seek someone who can sustain and expand our vital systems and relationships, approaching the role with an entrepreneurial and self-motivated spirit while demonstrating sensitivity and self-awareness. This leader will be crucial in ensuring the organization's long-term sustainability.

## DESIRED SKILLS AND EXPERIENCE

- Strong relationship management and fundraising background.
- Ability to communicate and connect with donors, partners, and the families we serve.
- Exhibits a proactive and self-motivated approach, characterized by a strong work ethic and a readiness to take initiative. Excellent written and oral communication skills, including strong public speaking abilities.
- At least 10 years of relevant fundraising and/or leadership experience, with a minimum of five years managing staff and progressive fiscal responsibilities.
- Bachelor's Degree preferred.
- Bilingual a plus.
- Ability to travel in the Southern California Region.

Based in San Diego, this position is salaried, exempt, with flexibility needed for organizational obligations outside of regular work hours. The salary range is between \$120,000 to \$150,000 per year, depending on qualifications and experience. Benefits include medical, dental, and vision coverage and life insurance.

**Qualified applicants, please send your cover letter and resume to [Enfed2023@gmail.com](mailto:Enfed2023@gmail.com)**

*The Emilio Nares Foundation (ENF) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind. ENF is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at ENF are based on the organization's needs, job requirements, and individual qualifications, regardless of race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. ENF will not tolerate discrimination or harassment based on any of these characteristics. ENF encourages applicants of all ages.*