

## Assistant Director Job Description

The Nephrotic Syndrome Foundation is looking for a motivated, independent, organized and compassionate professional to manage and / or support all aspects of organization and augment the work of the Founder. The Nephrotic Syndrome Foundation is in the early stages of growth, and the individual in this role will be a critical player in the future success of NSF.

**Hours & Commitment:** We can be flexible for the right candidate! Ideally, we would like applicants to offer 15 - 20 hours a week, and at least a year in commitment, hopefully much longer; however, hours, roles & responsibilities can be adjusted to fit the specific expertise of candidate and personal situation.

**Roles & Responsibilities:** Role will vary depending on candidate expertise; however, job will include many if not all of the following areas / duties:

- Manage or support all aspects of the Foundation, with emphasis on fundraising & development, PR, membership & volunteers and outreach.
- Help plan and execute fundraising and other events.
- Work with the local community to recruit corporate sponsors and involvement in events.
- Participate in developing & execution of annual fundraising plan.
- Assist with development, including identifying grant opportunities and overseeing submissions.
- Work with NSF volunteer membership as well as outside volunteer groups.
- Correspond with patient families as needed with compassion, respect and understanding.
- Develop and steward relationships with providers to ensure we are reaching new patient families as diagnosed (UCSF, Kaiser, LPCH, etc.)
- Coordinate purchase and procurement of promotional items and apparel as needed.
- Oversee preparation of tax letters as needed following events or at year end.
- Prepare program updates and or periodic communications to donors.
- Oversee and execute PR and coordinate with Press on all media.
- Support and improve current programs, including Backpacks of Hope, Camp, Thermometers, Finding Health, Little Angels, Peer Team & Patient Grants programs.
- Lead or assist in the development and roll out new patient programs.
- Support the Executive Director / President as needed.

Qualifications / skills required:

- Minimum of BA or BS Degree.
- High level of proficiency in all office functions and applications including Word, Excel, Powerpoint, Outlook email, and Google Suite (sheets, documents and slides)
- Ability to meet deliverables, stay organized and on track in a dynamic environment
- High level of interpersonal and communication skills required.
- Experience in past management positions.
- Event planning, fundraising and grant writing experience a plus.

The Nephrotic Syndrome Foundation (via Social Good) will pay hourly.. Hourly breakdown of hours required.