

Director, Fundraising and Development - Job Description

The Nephrotic Syndrome Foundation is looking for a motivated, independent, organized and compassionate professional to manage the development arm of our 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 as we move into new and exciting territory making an impact on this fight.

Hours & Commitment: Ideally, we would like applicants to offer a minimum of 15 - 20 hours a week, and at least 18 months in commitment (hopefully much longer); however, the most critical element of any addition to our team is the passion, commitment and determination of an individual. Hours, roles & responsibilities can be adjusted for the right candidate based on expertise and personal situation.

Roles & Responsibilities:

- Support all aspects of the Foundation, with direct responsibility for fundraising & development.
- Help set annual budget and plan for development and fundraising.
- Lead and execute on annual plan with support and collaboration of Founder and team.
- Help plan and execute fundraising and other development events.
- Work with the local community to recruit corporate sponsors and involvement in events.
- 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 to further our reach and impact as it relates to fundraising and development.
- Assist in and steward relationships with providers to ensure we are reaching new patient families as diagnosed (UCSF, Kaiser, LPCH, etc.).
- Coordinate on media / press as related to development and events.
- Collaborate with and support the Executive Director / President as needed.

Qualifications / skills required:

- Minimum of BA or BS Degree.
- Minimum 2+ years in past management roles.
- Minimum 2+ years experience in non-profit space.
- Ability to meet deliverables, stay organized and driven in a dynamic environment.
- Excellent interpersonal and communication skills, with proven ability to lead a team, collaborate with and inspire individuals.
- Event planning, fundraising and / or grant writing experience highly relevant.
- Highest level of proficiency in all office functions and applications including Word, Excel, Powerpoint, Outlook email, and Google Suite (sheets, documents and slides)