

## Director, 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 in advancing the Foundation's mission. The Nephrotic Syndrome Foundation is in the early stages of growth, and we are looking for an individual who has the experience and drive to take our Foundation to the next level. 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:** Applicants should be able to offer a minimum of 20 hours a week, bringing energy, passion, commitment and determination to the role. Hours, roles & responsibilities can be adjusted for the right candidate based on expertise and personal situation. Compensation will depend on candidate qualifications.

### Roles & Responsibilities:

- Hold direct responsibility for fundraising & development (F&D).
- Manage all aspects of development, including identifying opportunities, completing and submitting grant applications / requests for support and following up on submissions.
- Work with Founder to set / execute on annual budget / supporting F&D plan.
- Develop and foster relationships with current and new funding organizations and high level donors to maintain and grow pipeline support ongoing development.
- Offer expertise in non-profit organization / operations as it relates to development and / or fundraising. Advise on and implement best practices and process improvement.
- Help plan and execute fundraising and other development events.
- Work with the local community and local NSF Team to find corporate sponsors and negotiate involvement in events including potential vendor campaigns.
- Assist in and steward relationships with providers (UCSF, Kaiser, LPCH, etc.) as needed, identifying and pursuing related development opportunities.
- Work with NSF volunteer membership as well as outside volunteer groups as needed.
- Correspond with patient families with compassion, respect and understanding to further our reach and impact as it relates to fundraising and development.
- Coordinate on media / press as related to development and events.
- Collaborate with and support Founder in all areas to ensure NSF is positioned for growth & impact.

### Qualifications / skills required:

- Minimum of BA or BS Degree.
- Minimum 3-5 years in past management roles.
- Minimum 3-5 years experience in non-profit space.
- Fundraising and / or grant writing experience.
- Knowledge of / ability to navigate grant databases and / or research and identify suitable opportunities.
- Proven 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 while executing on plan.
- Highest level of proficiency in all office functions and applications including primarily the Google Suite (sheets, documents and slides), Word, Excel, Powerpoint and Outlook email.

**Impact & Community:** This candidate will be a key part of The Nephrotic Syndrome Foundation and the purposeful work we do to serve children battling Nephrotic Syndrome. This role has the potential to touch hundreds of children and families, truly changing the world by offering groundbreaking support in an area where nothing of its kind is being provided. Our perfect candidate will bring drive, vision, passion, dedication and compassion to the role. They are an undeterred leader with clear organizational skills and will bring warmth, determination and professionalism to this role as they change the world for these children and families.