Casa Familiar
Enhancing Quality of Life

Director of Philanthropy

Reports To: Chief Programs Officer
Classification: Regular Full Time, Exempt
Salary Range: $90,000 annually
Location: San Ysidro, CA – In Person
Apply: Submit resume and cover letter to HR@casafamiliar.org

Mission Statement

Casa Familiar's mission is to enhance the quality of life for people living in underserved and underrepresented communities.

Values: Respect, Integrity, Familia, Culture, and Community.

About This Position

The Director of Philanthropy is a strategic relationship builder responsible for strengthening Casa Familiar's philanthropic fundraising capacity and expanding resources for the organization's mission. This role is ideal for a strategic philanthropy leader with experience building and executing fundraising strategies that generate multi-million-dollar annual philanthropic revenue through diversified funding sources. This leader will work with executive leadership, the Board, program leaders, and community partners, to cultivates meaningful donor and institutional relationships, advance fundraising strategies, and support compelling opportunities for investment in Casa Familiar's community impact.

Key Responsibilities

Strategic Fundraising Leadership

- Develop and implement Casa Familiar's annual philanthropy strategy aligned with organizational priorities.
- Build and manage a diversified fundraising portfolio that includes foundations, corporations, healthcare partners, major donors, community philanthropy, annual giving, and fundraising campaigns.
- Establish annual fundraising goals and monitor progress toward revenue targets.
- Identify emerging philanthropic opportunities aligned with Casa Familiar's mission.
- Develop strategies that strengthen long-term donor relationships and increase philanthropic investment.

Donor and Partner Development

- Build and manage relationships with foundations, corporations, healthcare organizations, community leaders, and individual donors to advance philanthropic support for Casa Familiar.
- Manage a portfolio of high-value donor and institutional relationships.
- Coordinate donor meetings, cultivation events, and stewardship activities with executive leadership and Board members.
- Develop and manage a major gifts strategy that identifies, cultivates, solicits, and stewards high-capacity individual donors and philanthropic champions.
- Represent Casa Familiar in the community to expand visibility and partnerships.
- Develop meaningful engagement opportunities that connect supporters to Casa Familiar's work.

Grant Development and Institutional Giving

- Support the development, writing, and submission of competitive grant proposals in partnership with program leadership and consultants.
- Coordinate proposal development across departments to ensure compelling, high-quality submissions.
- Research and evaluate funding opportunities aligned with organizational priorities.
- Collaborate with program teams to gather impact data, outcomes, budgets, and supporting documentation.
- Support post-award stewardship by maintaining strong funder relationships and assisting with grant communications.

Campaigns and Individual Giving

- Develop and implement Casa Familiar's planned giving and legacy giving program, creating opportunities for long-term philanthropic investment and sustainable community impact.
- Partner with executive leadership, Marketing, and internal teams to plan and execute Casa Familiar's annual signature fundraising event and other philanthropic engagement opportunities that strengthen donor relationships and generate charitable support.
- Expand Casa Familiar's individual donor base and strengthen donor retention.
- Create donor journeys that encourage long-term engagement and recurring giving.
- Partner with Marketing to produce fundraising materials, impact reports, digital campaigns, newsletters, and donor communications.

Cases for Support and Philanthropic Communications

- Lead the development and maintenance of organizational and program-specific Cases for Support.
- Work with program leaders to translate organizational priorities into compelling funding opportunities.
- Ensure consistent fundraising messaging across proposals, campaigns, presentations, and donor communications.

Board and Executive Partnership

- Help lead the creation, launch, and implementation of Casa Familiar’s Philanthropy Committee in partnership with executive leadership and the Board of Directors.
- Support recruitment, onboarding, and engagement of Philanthropy Committee members, including Board members, community leaders, and philanthropic champions.
- Partner with the Philanthropy Committee to identify donor prospects, open doors to new relationships, and support cultivation and stewardship strategies.
- Equip committee members with fundraising tools, talking points, donor materials, and impact stories to strengthen their role as ambassadors for Casa Familiar.
- Coordinate committee meetings, agendas, follow-up actions, and progress tracking to ensure accountability toward fundraising goals.
- Serve as the staff lead for the Philanthropy Committee, helping translate committee ideas into actionable fundraising strategies.

Development Operations

- Support the daily operations of the Development Department.
- Ensure accurate donor records, prospect tracking, and fundraising reporting.
- Develop systems that improve fundraising efficiency and donor stewardship.
- Monitor fundraising performance using key metrics.
- Foster a collaborative, mission-driven, and accountable team culture.
- Any other duties as assigned

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Education & Experience

- Bachelor's degree or equivalent professional experience.
- Experience cultivating, soliciting, and stewarding major gifts from individual donors and philanthropic champions.
- Experience building and managing foundation relationships, including prospect research, proposal development, reporting, and ongoing funder engagement.
- Experience developing corporate partnerships, sponsorship opportunities, employee engagement strategies, or other mutually beneficial philanthropic collaborations.
- Familiarity with healthcare philanthropy, community health funding, or partnerships with healthcare organizations and related institutions.
- Experience designing community-centered fundraising strategies that engage residents, local leaders, small businesses, and community partners.
- Experience planning and implementing annual campaigns, giving days, donor appeals, or other recurring fundraising initiatives.
- Experience supporting Board members or volunteer leaders in donor cultivation, fundraising ambassadorship, and philanthropy committee work.
- Experience creating donor stewardship plans, recognition strategies, impact communications, and meaningful opportunities for donor engagement.
- Experience managing cross-functional projects involving executive leadership, program teams, finance, marketing, consultants, Board members, or external partners.

Qualifications

- Five or more years of progressively responsible experience in nonprofit fundraising, philanthropy, institutional giving, development, or related fields.
- Demonstrated success securing philanthropic support from foundations, corporations, and individual donors.
- Strong grant writing and proposal development experience.
- Experience developing fundraising strategies and managing multiple fundraising initiatives simultaneously.
- Exceptional writing, editing, presentation, and communication skills.
- Experience building relationships with diverse stakeholders.
- Experience using donor management or CRM systems.
- Ability to analyze fundraising data and communicate results.
- Spanish proficiency strongly preferred.

Physical Requirements & Work Conditions

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, and the ability to lift up to 25 lbs. Some driving between locations and occasional evening/weekend work may be required depending on the organizational calendar. A background check is required. In compliance with federal law, all persons hired must verify identity and employment eligibility in the United States.

To Apply

Please submit a current resume and cover letter to HR@casafamiliar.org. Applications will be reviewed on a rolling basis until the position is filled.

Benefits

- Medical, dental, life, and vision insurance
- 403(b) retirement plan - Casa contributes 3% of the annual income
- Paid Bereavement, Vacation, Sick Leave, Jury Duty, and Time off
- 12 paid holidays (subject to change)
- Wellness days (6 per year)
- Winter break (subject to change)

Casa Familiar does not discriminate in employment, recruitment, compensation, termination, promotion, or any other condition of employment against any employee or job applicant on the basis of race, religion, color, national origin, ancestry, marital status, political affiliation, age, sex, gender, sexual orientation, military/veteran status, physical or mental disability (including perceived disability), medical condition (including cancer-related), pregnancy, genetic information, gender identity or expression, or any other category protected by federal, state, or local law, as those categories now exist or may be amended in the future.