Parents Helping Parents
Associate Director of Development

The Executive Director seeks an experienced fundraiser to identify and cultivate individual and institutional donors and support the team's efforts to diversify revenue and build partnerships.

Parents Helping Parents (PHP) supports parents of children with disabilities in Santa Clara County and beyond by offering ongoing individualized support. PHP honors individual experiences and backgrounds, enables families to overcome barriers, and helps parents to confidently advocate for their children with autism, ADD/ADHD, dyslexia and other learning challenges, chronic illness, mental health conditions, developmental and intellectual disabilities, physical disabilities and more. PHP also mobilizes parents for advocacy work and trains parent leaders on how to lobby and advocate.

In FY25, PHP offered approximately 20,000 direct services to nearly 7,000 families and professionals, and its website and social media channels provide information to 200,000 parents and professionals per year. Most of PHP's staff and Board members are parents of children with disabilities, and it's this level of empathy that has created a community where all individuals are valued, respected, and included.

The organization's operating budget is $3.8M, and it has a staff of 33 and a 12-member Board. FY26 projected sources of income are roughly 52% from government grants, 23% from corporations and foundations, 16% from individuals and 9% from the annual gala. For the past decade PHP has grown steadily at about $250K a year and has a goal of continuing at that pace.

BASIC FUNCTION

Reporting to the Executive Director, the Associate Director of Development is PHP's hands-on fundraiser. The Associate Director is personally responsible for: managing and soliciting a portfolio of PHP's top 60 donors; running the annual campaign; soliciting and writing grants; assembling information and reports, including on status of grants, donor solicitations, and departmental budgets; producing the annual gala; and keeping accurate donor records in Salesforce so that progress can be tracked against targets. The Associate Director supports the Executive Director with PHP's top ten donors and top-tier gala sponsors, prepares materials and briefings for Board members' fundraising, and works with the fundraising consultant or Executive Director on the annual campaign. Overall agency growth is the responsibility of the Executive Director.

Accountability is an important PHP value. Each year, the Associate Director will develop quarterly and annual targets for their own individual giving, foundation and corporate support, local government grants, and for the annual gala, which the Executive Director will review and agree to. The Executive Director and other members of the leadership team have their own goals, which are tracked separately. Progress will be reviewed quarterly with the Executive Director, and success will be measured by achieving revenue targets. The Associate Director will also work with the Executive Director to set goals for and monitor activity such as meaningful donor contacts per month and grant proposals in the pipeline. *As the organization evolves and contributed revenue increases, the Associate Director may take on additional responsibilities.*

IDEAL EXPERIENCE & QUALIFICATIONS

Candidates will have at least five years of hands-on nonprofit fundraising experience, direct

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responsibility for a donor portfolio, and grant writing and/or events management experience. Executive-level sales or business development experience will also be considered.

Experience with Salesforce or other similar sales, customer relationship or donor activity tracking system is important, as is personal or professional alignment to PHP's mission. PHP will review available writing samples which may include a grant application, materials prepared for major gift donors, thank you letters, presentations, mass mailing materials, etc. Candidate experience should also include:

- Fundraising expertise: Proven success personally soliciting individual or institutional gifts; broad knowledge of solicitations, online and social giving, grants, campaigns and events; and practical use of data to guide cultivation and priorities.
- Communication: Excellent writing and speaking, close attention to detail, and the ability to make a compelling case for PHP.
- Personal qualities: Organized with the ability to simultaneously handle multiple priorities and workflows; a good listener who is open to guidance, committed to PHP's culture and values, emotionally mature, flexible and good-humored.
- Education & tools: Bachelor's degree preferred; proficiency with fundraising databases, CRMs, Microsoft Office and Google Workspace required.

WORK ENVIRONMENT and PHYSICAL REQUIREMENTS

- Typical work days will primarily be spent at PHP's main office in San Jose, although some hybrid work may be permitted. Candidates must be able to work some weekends and evenings as required and have the ability to visit donors as needed (primarily within Santa Clara County).
- There will be in-person interactions with the PHP team and community agencies. Employees must be on camera for meetings, which may be recorded. Attendance at training and events is required.
- Candidates must be able to comfortably and efficiently use a computer, keyboard, mouse and other office equipment; candidates must have the ability to efficiently process, analyze and interpret written information from digital content including data, marketing materials and websites.
- Verbal Communication: Frequent communication in person, over the phone or via video conferencing requires clear and effective information exchange.

COMPENSATION

The salary range for this position is $120,000 - $150,000 annually.

For more information please contact:

Lisa Grossman
(650) 323-3565 or lisag@moppenheim.com

Steve Oppenheim
(202) 803-6673 or steveno@moppenheim.com

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