Parents Helping Parents
Director of Development

The Executive Director and Board seek an accomplished fundraiser who will: systematically target and solicit individual and institutional donors; support members of the Executive and Board Teams involved in solicitation activities; and build and manage a 2-4 person team of staff and contractors.

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 Director of Development (DoD) is a member of the Executive Leadership Team. The DoD contributes to organizational strategy, planning and growth by orchestrating and personally supporting all fundraising that is undertaken by the Executive Director, members of the Development and Executive Staff Teams, and members of the Board. The key metric of success is total amount raised by Parents Helping Parents, which will be tracked on a quarterly and annual basis.

The DoD will shape and implement a multi-year development strategy that balances short-term wins, medium-term opportunities and long-term goals across major gifts, the annual fund, legacy giving, institutional support (government, corporate and foundation) and events. Primary responsibilities of the DoD include: donor segmentation by giving capacity; setting fundraising targets for each donor segment and defining fundraising goals; all related planning, budgeting and communications. The DoD provides support to the Executive Leadership Team and Board members in their fundraising activities, honoring those who give through events and other forms of recognition. The DoD will themselves also be an energetic, hands-on fundraiser who builds relationships in the community and manages a portfolio of key-account donors.

The DoD manages two to four Development staff and/or contractors that perform marketing, fundraising admin and direct solicitation functions. The DoD will also serve as a PHP spokesperson, raising the organization's visibility and reputation among donors and representing PHP at community events, conferences, public forums and to the media.

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On an ongoing basis, the DoD will carry out the following responsibilities:

- **Team leadership:** Grow, lead, coach and evaluate a high-performing Development and Marketing team of two to four staff and/or contractors, setting goals and holding the team accountable for results.
- **Strategy and planning:** Shape and drive a multi-year development strategy, set fundraising targets by donor and by solicitor, and manage the development budget to drive organizational growth.
- **Major gifts:** Lead major gift strategy, including identifying new supporters, and personally manage a portfolio of key-account donors.
- **Annual fund and legacy giving:** Design, implement and evaluate the annual giving strategy to meet the yearly unrestricted revenue goal and run a legacy giving program.
- **Foundation and corporate support:** Oversee foundation and corporate strategy and build strategic partnerships.
- **Government grants:** Pursue local government grants, prospect for new government grants of $250K and above, and manage the full grant cycle (research, proposals, reporting and funder stewardship).
- **Annual gala:** Set the gala's strategy, budget and revenue targets and personally lead sponsorship asks of top-tier individual and corporate prospects. Direct the team of staff and contractors who plan and produce the event, recruit and supervise volunteers to handle part of the work, and hold everyone accountable for producing the event on budget and meeting its targets.
- **Board and Executive Director fundraising:** Lead solicitation and stewardship with the Executive Director, staff and Board; define Board members' fundraising roles and train colleagues of varying experience.
- **Marketing, systems and reporting:** Direct marketing and communications that support fundraising and raise PHP's visibility and ensure development systems support efficient fundraising, stewardship and reporting.

IDEAL EXPERIENCE & QUALIFICATIONS

The successful candidate will have at least ten years of progressively responsible nonprofit fundraising experience, including at least five years leading fundraising and supervising fundraising staff; executive-level sales or business development experience will also be considered. Personal or professional alignment to PHP's mission is preferred, along with:

- Major Gifts – A track record of partnering with boards and management to engage major donors and the strategic skill to turn vision into plans while managing daily operations.
- Moves Management – Proven success personally soliciting individual and institutional gifts with a broad understanding of solicitation strategies, online and social giving, grants, legacy giving, campaigns and events and practical use of data to guide cultivation and priorities.
- Strategic Thinking – A big-picture thinker who can analyze PHP's full funding mix and convert these into asks and grant requests. The ability to shapes organizational decisions that are aligned to donor priorities will be important.

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- Marketing & Messaging – Experience shaping branding, web, social, email and advocacy outreach that measurably advance revenue goals. While the ability to supervise marketing is important, the success of this role will be measured in terms of dollars raised. Marketing and communications are important only insofar as it improves fundraising yields.
- Team Leadership – Proven ability to recruit, manage, mentor and motivate high-performing teams with strong planning and budgeting skills.
- Presenting Skills – Excellent writing and speaking, close attention to detail, the ability to make a compelling case for PHP, and success generating positive media coverage.

The DoD must be a good listener who is open to guidance, committed to PHP's culture and values, emotionally mature, flexible and good-humored with diverse people and situations. Bachelor's degree is preferred, and this leader must have strong proficiency with fundraising databases, CRMs, Microsoft Office and Google Workspace.

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 $155,000 - $175,000 annually.

For more information please contact:

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