

Job Title: Foundation Director
Company: San Diego Kingdom Impact Foundation
Location: San Diego County, CA

The San Diego Kingdom Impact Foundation is a newly established, privately funded charitable foundation created by two San Diego business leaders committed to making a meaningful impact throughout San Diego County. The Foundation strengthens nonprofit organizations serving the greater San Diego region whose missions and work are consistent with the Christian faith. Through strategic grants for transformative initiatives, we help effective organizations significantly expand their capabilities, strengthen their long-term sustainability, and increase their impact in the communities they serve.

The Foundation Director will serve as the day-to-day leader and primary representative of the Foundation's formation and launch, community outreach, nonprofit evaluation, and grantmaking efforts. This individual will help build the Foundation from the ground up, establish its public presence and operating processes, and identify, evaluate, and recommend nonprofit organizations for potential funding. The Foundation's principals will retain final grant-approval authority.

Responsibilities Include:

1. Partner with the Foundation's principals and outside legal counsel to support the Foundation's formation and launch.
2. Lead development of the Foundation's brand identity, messaging, website, application materials, communications, and professional public presence.
3. Create the initial systems, processes, templates, records, and tools needed for grantmaking, governance, communications, and administration.
4. Develop a strong understanding of the San Diego nonprofit landscape and cultivate relationships with nonprofit, faith, civic, and community leaders.
5. Source prospective grantees and evaluate their mission alignment, leadership, programs, financial health, sustainability, reputation, and community impact.
6. Conduct appropriate due diligence and prepare clear written evaluation summaries and grant recommendations for the Foundation's principals.
7. Develop and manage the grant application, review, approval, documentation, payment, tracking, and reporting processes.
8. Maintain professional and respectful communication with prospective, approved, and declined applicants.
9. Monitor funded organizations, grant requirements, use of funds, intended outcomes, and impact reporting.
10. Represent the Foundation with professionalism, warmth, humility, and discretion at select meetings, site visits, and community events.

Qualifications:

1. Relevant experience in nonprofit leadership, philanthropy, grantmaking, foundation work, community relations, ministry, donor relations, or charitable program management.
2. Strong knowledge of and established relationships within the San Diego nonprofit, philanthropic, civic, church, or community-service landscape preferred.

3. Strong financial literacy and the ability to assess an organization's financial health, operating strength, and long-term sustainability.
4. Excellent interviewing, research, analytical, due-diligence, and written recommendation skills.
5. Executive-level judgment, maturity, discretion, and confidence presenting thoughtful recommendations to the Foundation's principals.
6. Experience helping launch a foundation, nonprofit, community initiative, brand development, outreach, or other mission-driven organization preferred.
7. Ability to understand, respect, and professionally represent the Foundation's Christian mission and faith-based charitable priorities.
8. Excellent written and verbal communication skills and the ability to build trusted relationships with nonprofit and community leaders.
9. Highly organized, proactive, accountable, and comfortable working independently while managing multiple priorities and deadlines.
10. Based in the San Diego region and available for regular in-person meetings, nonprofit site visits, and select community events.

Our Mission and Approach:

The San Diego Kingdom Impact Foundation strengthens nonprofit organizations serving the greater San Diego region whose missions and work are consistent with the Christian faith. Through strategic grants for transformative initiatives, we help effective organizations significantly expand their capabilities, strengthen their long-term sustainability, and increase their impact in the communities they serve. We pursue strategic investment, faithful stewardship, and lasting impact.

If this opportunity is of interest to you, please send a cover letter and resume to Tandra Wayne at wayne@capstoneadvisors.com. Your cover letter should briefly describe your relevant experience, connection to the San Diego nonprofit community, and interest in the Foundation's mission. We look forward to hearing from you!

Job Type: Part-time employee; anticipated hours will vary based on the Foundation's formation, launch, grant cycles, and community activities

Industry: Philanthropy / Charitable Foundation

Reports to: A Foundation principal

Salary Range: \$80,000 to \$100,000 annually