



# Rancho Santa Fe FOUNDATION

<b>POSITION</b>	Programs & Communications Coordinator
<b>REPORTS</b>	VP, Programs
<b>POSITION TYPE</b>	Non-Exempt, Part-Time (24 hours/week)

## ABOUT RANCHO SANTA FE FOUNDATION

For 45 years, Rancho Santa Fe Foundation (RSFF) has served as a trusted leader in philanthropy, helping individuals, families, and nonprofit partners achieve their charitable goals. With nearly \$200 million in assets under management and over \$162 million granted since 2000, we are proud to support impactful giving locally and across the San Diego region.

Our mission is to serve as a trusted leader in philanthropy, empowering our community and fundholders to achieve their charitable goals. Our vision is to be Rancho Santa Fe's home for philanthropy, while extending our reach to create a meaningful impact across the San Diego community.

Everything we do is grounded in our four pillars of success:

- **Exceptional Customer Service** – Providing personalized support and seamless experiences for our fundholders and partners.
- **Superior Financial Stewardship** – Managing charitable assets with integrity, transparency, and long-term vision.
- **Impactful Community Leadership** – Serving as a convener and catalyst to address emerging needs and drive meaningful change.
- **Trusted Philanthropic Advisor** – Offering expert guidance to donors as they shape their philanthropic legacy.

RSFF is home to 400 charitable funds and is known for its thoughtful, relationship-driven approach. We foster generosity, guide strategic giving, and invest in solutions that improve lives and strengthen communities.

## POSITION SUMMARY

### PRIMARY DUTIES AND RESPONSIBILITIES

The Programs & Communications Coordinator is a part-time role that supports the Foundation's programmatic work under the Community Leadership pillar, including program-related events, planning, logistics, record-keeping, and on-site coordination. The position also serves as a key point of contact for fundholder support, delivering high-quality, responsive service and assisting with inquiries and fund-related needs. In addition, the Coordinator helps elevate the Foundation's profile through content creation, social media support, website maintenance, and newsletter and marketing communications, representing the Foundation with professionalism across the nonprofit and philanthropic community.

### **Programs Coordination (40%)**

- Support the planning, coordination, and execution of programs, initiatives, and convenings, including scheduling, logistics, materials preparation, and on-site assistance, while managing details accurately and meeting established timelines.
- Coordinate program-related communications and materials in collaboration with senior staff to support education, convening, and philanthropic advising activities, ensuring consistency, attention to detail, and timely completion.
- Create and maintain organized records, timelines, and documentation to support effective project management, reporting, evaluation, and internal coordination.
- Provide administrative and logistical support, including meeting preparation, follow-up communications, and partner coordination.
- Assist with relationship management by supporting outreach, scheduling, and coordination with nonprofit partners, intermediaries, and initiative stakeholders across the region.

### **Donor Services (20%)**

- Provide high-quality, timely, professional, and personalized support to fundholders, including but not limited to assistance with accessing and navigating the Fundholder Portal, password resets, and basic troubleshooting, to ensure a positive and responsive experience.
- Support staff in the end-to-end onboarding of new fundholders, including preparing fund agreements, managing fund authorizations, and coordinating portal access.
- Facilitate the full lifecycle of annual grant cycles for designated fundholders, including timelines, communications, application management, and preparation of materials.
- Maintain accurate records and notes to ensure consistent service and internal communication.
- Assist with meeting coordination for fundholders, including scheduling and preparation of materials.
- Respond to fundholder and general inquiries, providing timely, professional support with updates, documentation requests, and other fund-related needs for internal and external stakeholders.

### **Marketing & Communications (40%)**

- Prepare first drafts of newsletters, press releases, and external communications; manage the drafting, review, and approval process by coordinating reviewers, enforcing deadlines, and ensuring accuracy, consistency, and timely publication.
- Format and distribute press releases; maintain media contact lists and track media coverage.
- Draft, schedule, and publish approved social media content across platforms.
- Create basic branded graphics and visual assets.
- Support website content management by coordinating approvals, uploading and updating content, maintaining current information, and conducting routine quality checks.
- Assist with content migration and page updates during website projects.
- Maintain marketing and communications calendars, deadlines, and organized digital asset libraries.
- Track quarterly on basic engagement metrics for email, social media, and website performance.

### **Other**

- Partner with the Foundation team on special projects and other assignments, taking ownership to ensure successful execution and meaningful outcomes.

## **Qualifications & Core Competencies**

- Associate or bachelor's degree with emphasis in marketing or communications preferred.
- Experience working with San Diego-based nonprofits is a plus.
- Strong organizational and time-management skills, with the ability to manage multiple priorities, meet deadlines, and follow through on commitments with minimal supervision.
- Exceptional attention to detail in all aspects of work, ensuring accuracy, consistency, and quality across deliverables.
- Demonstrated excellent oral and written communication skills.
- Proven track record of exceeding goals and objectives.
- Demonstrated strong interpersonal skills grounded in professionalism, respect, and inclusivity, with the ability to engage effectively with diverse individuals and communities.
- Demonstrated advanced proficiency with Microsoft Office package. (Outlook/Word/Excel)
- Highly motivated with a strong work ethic and a willingness to learn.
- Demonstrated ability to work collaboratively as an effective team member.
- Demonstrated ability to work and manage time effectively and communicate information with a team.
- Demonstrated passion for the nonprofit sector and the mission of the Foundation.
- Experience with CANVA and Mailchimp a plus.
- Valid driver's license and acceptable driving record. Must provide and verify own automobile insurance.

## **LOCATION**

This is a part-time role (24-25 hours per week) with an office located at 162 S. Rancho Santa Fe Road, Encinitas, CA 92024, open from 8:00 a.m. to 4:00 p.m. This position will be on-site Monday through Thursday. The physical office is closed on Fridays. Some nights and weekends per the event schedule.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- This position requires extensive computer use with the ability to remain in a stationary position for more than 80% of the workday, as well as frequent walking and standing.
- Utilization of personal transportation is required for San Diego county-wide visits up to 10% of the time.
- Weights of up to 20 pounds are occasionally lifted

The above statements are intended to describe the general nature and level of work performance by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

Rancho Santa Fe Foundation is an equal opportunity employer and offers a thoughtful **benefits package and workplace culture** designed to support our team's well-being, flexibility, and connection to the community, including:

- Possibility of a hybrid work schedule (after first 90 days)
- Paid sick leave in accordance with California law
- 401(K) retirement plan with employer match of 5%
- Up to 12 paid holidays per year, based on scheduled workdays
- Quarterly team volunteer opportunities
- Mission-driven work with meaningful community impact
- Opportunities to engage with nonprofit leaders and philanthropic partners
- Supportive, collaborative team culture with access to senior leadership

**Pay Range:** \$25.00 – \$32.00 hourly

**To Apply:** <https://app.trinethire.com/companies/255226-rancho-santa-fe-foundation/jobs/115376-programs-communications-coordinator>

**For Questions:** Email [rsff@rsffoundation.org](mailto:rsff@rsffoundation.org)