



## **ABOUT RONALD MCDONALD HOUSE AT STANFORD**

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“Ronald McDonald House at Stanford (“the House”) creates a home-away-from-home and supportive community for families of children with life-threatening illnesses receiving specialized treatment at local hospitals.”

Founded in 1979, the Palo Alto House was the fifth facility in the newly formed national Ronald McDonald House system. Outpatients and families of patients at the then ‘Children’s Hospital at Stanford’ were filling the house capacity of 13 rooms in only four years. Their first expansion to 24 beds concluded in 1992, and in 2003 they completed building a spacious 47 bed state-of-the-art facility that remained full each night for the next 13 years.

In May of 2016 Ronald McDonald House at Stanford completed its most ambitious expansion to date, with the ribbon cutting of a new House to provide overnight accommodations for 67 families travelling outside their communities to access medical treatment for critically ill children at Lucile Packard Children’s Hospital Stanford. Next year, at the conclusion of current House renovations the facility will become the largest Ronald McDonald House in the world, providing rooms to 123 families and a continuum of care designed to support the emerging trend of Family Centered Care in the treatment of pediatric patients.

It is at this inflection point that The Ronald McDonald House at Stanford is expanding its development department by two positions. This newly expanded department will be responsible for moving donor services and partnerships into the next era for the House.

## **ROLE DESCRIPTION - FOUNDATION RELATIONS AND COMMUNICATIONS OFFICER**

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The Foundation Relations and Communications Officer is a new position designed to manage and build RMHS’ grant portfolio and foundation relations function. Under the direction of the Director of Development and Strategic Partnerships, the Foundation Relations and Communications Officer will be focused on identifying, soliciting, and stewarding RMHS’s foundation donors, and will manage and implement RMHS’s overall grant program and processes. In addition, the Foundation Relations and Communications Officer will be expected to create and update templated copy about RMHS and its programs, suitable for use by other development program staff. The Foundation Relations and Communications Officer will advise and help execute against RMHS’s current goal to increase annual support (from all sources) by 45% by 2018.

This is a 30-hour a week exempt position, reporting to the Director of Development and Strategic Partnerships.



## PRIMARY RESPONSIBILITIES

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- Support the Director of Development and Strategic Partnerships in creating and executing on an annual foundation relations operating plan including annual and quarterly goals with detailed cultivation and solicitation calendar and strategies
- Develop and maintain effective working relationships with foundation partners
- In collaboration with the prospect researcher, identify and prioritize foundation relationships and grant opportunities
- Manage grant process from research, to letter of inquiry, through final report
- Perform foundation relations writing and functional tasks including: letters of inquiry, applications, quarterly or mid-year funder updates, end of cycle reports, and others as indicated
- In consultation with the Director of Development and Strategic Partnerships and development colleagues, define, draft, and periodically update a set of templates and tools to help standardize content and streamline processes for collateral production across the department

## REQUIRED QUALIFICATIONS

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- At least 3 years' fundraising experience in a high-performance foundation relations setting
- Demonstrated awareness of general best practices in development
- Exceptional writing and development communications skills

## PREFERRED ATTRIBUTES

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- Knowledge of and relationships with regional and national foundations in the family and child health care sector
- Knowledge of prospect research tools and strategies
- Humane approach to others, and exceptional situational awareness
- CFRE a plus

## COMPENSATION AND APPLICATION INFORMATION

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The compensation for this position is commensurate with experience and expertise. We offer *competitive health benefits, a 403(b) retirement plan, and a generous paid time-off policy.*



To apply, please submit a cover letter, resume, and a writing sample that demonstrates how your skills meet the qualifications of the position to [RMHSFoundations@schaffercombs.com](mailto:RMHSFoundations@schaffercombs.com). In the subject line of your email, please include your name, the job title for this position, and the company name ("Your name – Foundation Relations – RMHS"). *Please submit all documents in Microsoft Word files.*

Please do not contact the client directly. Schaffer&Combs is retained by Ronald McDonald House at Stanford to manage the *Foundation Relations* search.

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*Ronald McDonald House at Stanford is an equal opportunity employer.*