

Big Wave Group

Director of Philanthropy (Part-Time, Flexible Schedule)

The Big Wave Group, a 501(c)(3) nonprofit organization based on the San Mateo Coastsides, seeks an experienced fundraising professional to help guide the organization's next phase of philanthropic growth and long-term sustainability.

About Big Wave Group

Big Wave Group is a nonprofit organization dedicated to creating opportunities, lifelong housing, and a strong sense of community for adults with intellectual and developmental disabilities (IDD).

After more than two decades of visioning, advocacy, fundraising, and community partnership, Big Wave is opening a first-of-its-kind inclusive community on the San Mateo Coast. The newly constructed 50,000-square-foot Big Wave Center will provide permanent housing for 40 adults with IDD while serving as a regional destination for recreation, employment, education, and community engagement.

The campus includes accessible housing, a Culinary & Catering Academy, day program and vocational training space, fitness and recreation facilities, community gathering spaces, and a five-acre farm that provides vocational opportunities, enrichment, and community connection.

More than a housing development, Big Wave represents a transformative model for inclusion and lifelong support. As the organization transitions from construction into full operations, Big Wave is entering a pivotal period focused on long-term sustainability, program expansion, and community impact.

Why This Role Is Different

This is a flexible, high-impact role designed for a seasoned fundraising professional seeking meaningful mission-driven work without the demands of a traditional full-time leadership position. The successful candidate will have significant autonomy and will partner closely with the Executive Director and Board of Directors to strengthen donor relationships, expand foundation support, and position Big Wave Group for long-term success.

Position Overview

The Director of Philanthropy will serve as Big Wave Group's lead fundraising staff. This position will focus primarily on major gifts, foundation relations, donor stewardship, grant

development, and Board engagement.

Big Wave Group is seeking a highly experienced fundraiser who can provide strategic leadership while remaining hands-on in donor cultivation and funding pursuits. This is intentionally structured as a lean, part-time role focused on high-value fundraising activities rather than administrative tasks.

Key Responsibilities

- Partner with the Executive Director to establish annual fundraising priorities and goals.
- Develop strategies to diversify and strengthen philanthropic revenue.
- Cultivate, solicit, and steward major donors and prospects.
- Identify and pursue foundation, corporate, and institutional funding opportunities.
- Prepare or oversee grant proposals, reports, and funding requests.
- Support Board members in fundraising and relationship-building activities.
- Assist with donor meetings, presentations, and cultivation opportunities.
- Provide guidance regarding donor stewardship and recognition strategies.
- Monitor fundraising progress and provide recommendations to leadership.

What This Role Is Not

This role is intentionally focused on strategy, donor engagement, and revenue generation. The Director of Philanthropy will not be expected to serve as a full development department or spend significant time on routine administrative tasks such as data entry, mailings, newsletter production, social media management, or event logistics.

Qualifications

- 7 + years of progressive nonprofit fundraising experience.
- Demonstrated success securing major gifts, grants, and foundation funding.
- Experience working directly with nonprofit executive leadership and Boards of Directors.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work independently in a small, entrepreneurial nonprofit environment.

- Experience developing fundraising strategies and donor cultivation plans.
- Familiarity with Bay Area philanthropy and donor networks strongly preferred.
- Experience with donor CRM systems; Bloomerang experience is a plus.

Schedule & Structure

- Approximately 10–20 hours per week (targeting approximately 15 hours per week).
- Hybrid schedule with a combination of remote work, donor meetings, and occasional on-site presence.
- Flexible scheduling based on organizational priorities.
- Occasional evening or weekend events.

Compensation

Competitive hourly compensation ranging from \$75–\$115 per hour, depending on experience, qualifications, and engagement structure. Big Wave Group is open to an independent contractor (1099) or employee arrangement for the right candidate.

How to Apply

Please submit a resume and a writing sample (preferably a grant narrative, donor appeal, or funding proposal) to jobs@bigwaveproject.org. Applications will be reviewed as they are submitted and the position remains open until filled. We are highly motivated to have our new Director of Philanthropy begin as soon as possible.