
Sonrisas
Dental Health



DIRECTOR OF COMMUNITY RESOURCES

POSITION DESCRIPTION

Organization Vision

Every adult and child in San Mateo County has a dental home, including those with physical, developmental, or economic challenges.

Mission Statement

Sonrisas Dental Health, Inc is a non-profit dental center dedicated to providing access to quality dental care and oral health education to our community. We provide these services with dignity, respect and compassion. We offer two convenient locations in Half Moon Bay and San Mateo.



OUR PROFILE

- Based in San Mateo County with 1 office in Half Moon Bay and another in San Mateo
- \$5.1 Million budget
- Founded in 1996
- 40 Staff members
- Our multilingual staff can provide patient care in 7 languages.

GUIDING PRINCIPLES

- Community
- Trustworthiness
- Teamwork
- Adaptability
- Health with Dignity

DESIRED ASSETS & QUALIFICATIONS

- Ability to connect with all types of stakeholders, from donors to patients.
- Passion for social justice and equity.
- Incredible care and respect for the patients we serve.
- Excellent communication skills.
- Grit, ambition, and focus while maintaining grace under fire.
- Problem analysis, assessment, and problem-solving.
- Experience building and strengthening a development department.
- Effective time management
- Attention to detail and high level of accuracy.
- Information gathering and monitoring.
- Take initiative and own your work.
- Integrity and can effectively build and sustain trust.
- Familiarity with San Mateo County is a plus!

OUR COMMITMENT TO SOCIAL JUSTICE

At Sonrisas Dental Health, the respect of our patients is paramount. Data shows that San Mateo County residents with lower income, less education, those without dental insurance, and those who identify as Black or Hispanic face disparities in access to dental care. The Sonrisas Board and Staff are committed to our work to uphold our social justice principles, believing in healthcare equity for all.



RESPONSIBILITIES

- In collaboration with the CEO, Board, and Management Team, develop and execute the SDH's fundraising plan.
- Identify, develop, solicit, and steward relationships with major donors.
- Plan and execute an annual giving program that has strategies to attract and retain individual donors through data segmentation, email marketing, and print mailings.
- Cultivate and sustain relationships in the community to promote the organization and create an environment that promotes financial support.
- In conjunction with CEO and CFO, create fundraising goals to meet SDH's budgeted needs and solicit funds to meet these goals.
- Create and track stewardship activities, keeping the CEO and key board members updated on progress/activities.
- Responsible for marketing and social media activities to promote community knowledge of SDH and to support development goals.
- Manage the implementation of fundraising software and oversee staff responsible for data entry and gift processing.
- Partner with event consultants to execute SDH's special events to increase philanthropic giving from individuals.
- Prepare regular reports for management and the Board regarding development activities and progress toward goals.
- Participate as a member of SDH's leadership team in achieving organizational goals.
- Lead a strategy to cultivate and solicit donors that utilize giving vehicles such as donor-advised funds (DAFs).



COMPENSATION & REPORTING

The Director of Development reports to the Chief Executive Officer and has dotted line reporting to the Board Chair.

The position is exempt with a salary range of \$136,000 - \$146,000 and a competitive benefits package including paid time off, health/dental insurance, and a retirement plan. Mileage reimbursement available. Professional development opportunities also available.

Sonrisas Dental Health is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. People of color, veterans, differently abled people, individuals with lived experience, and LGBTQIA+ persons are strongly encouraged to apply. Sonrisas Dental Health, Inc. reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

HOW TO APPLY

Sonrisas Dental Health has partnered with The Arora Collective to recruit the right leader for this pivotal position. We will begin reviewing resumes on a rolling basis beginning 4/1/2023. If you are interested in applying, please send a cover letter and your current resume to Vinney@thearoracollective.com, and please include "Sonrisas Position" in the subject line. All expressions of interest will be held in the strictest confidence.

ABOUT THE ARORA COLLECTIVE

We are a full suite consulting firm comprised of a team of nonprofit pros led by our principal, Vinney Arora. We work with social impact organizations to increase donor retention and leadership retention. To learn more visit: www.thearoracollective.com.