



*Grants for college students  
in health crisis*

The Orion Fund is a small non-profit that provides grants to California college students in medical crisis. Over the past 17 years, The Orion Fund has become a resource at over 60 college campuses statewide. Grants have paid medical, educational and living expenses to students in medical crisis... from car crashes to cancer, we help students until they can recover.

The Orion Fund has a working Board of 10 dedicated volunteer members who share management of many Orion Fund activities. These activities are conducted through three committees, the Grant committee, the Golf Tournament committee, and the Student Stories committee. The Orion Fund has grown much larger over the years and we are looking for an experienced Director to help transition The Orion Fund from an all-volunteer organization to a managed sustainable Fund.

**Executive Activities (30%)**

- Become a well-informed advocate and enthusiastic representative for The Orion Fund, who understands the needs of California's diverse population of college students and the impact of medical emergencies.
- Provide leadership for The Orion Fund and collaborate with the Board regarding fundraising goals and progress; board and volunteer recruitment; and financial position.
- Board and Volunteer Development. Recruit additional board members as the current board members retire. Build a volunteer base for the Fund. Justify staff for the continued operation of the Fund as appropriate.

**Fundraising Activities (60%)**

- Major donor fundraising experience with a track record of success is strongly preferred.
- Develop and execute a fundraising strategy to support the growth of the Fund.
  - Networking and development of new prospects (private individuals and foundations) to solidify at least \$125,000+ a year income for student grants and Fund operations.
  - Propose other fundraising activities to increase the awareness of The Orion Fund
  - Recruit a tournament sponsor for the golf tournament
  - Report on progress

## **Operations (10%)**

- Coordinate and support the three committees currently operating at The Orion Fund as needed.
  - The Grant committee
  - The Golf Tournament committee
  - Student stories and outreach
- Finances. Work with the Treasurer and Secretary to develop the annual budget for the Fund. The budget should integrate Fund development objectives with fundraising goals and success while assuring sufficient income for student grants each year.
- Student and campus outreach; past students. Not an immediate priority, but over time put together a committee to expand/improve outreach to students and campuses. Maintain contact with student grantees so that The Orion Fund can record and present the positive impact of The Orion Fund when speaking to investors.
- Routine administrative activities. Become familiar with the operation of the following systems (a part time volunteer staff person is currently available)
  - Kaleidoscope grant portal and database
  - Constant Contact email services for college, student and golfer contacts
  - TOF website (coordinate with our webmaster) and TOF email
  - Proficiency in QuickBooks to support the Treasurer much appreciated

## ***Experience:***

- Demonstrated experience and success in developing major donor fundraising strategies and delivering results (in the 5- to 6-figure categories). .
- Self-motivated, proactive and a good communicator.
- A background in young adult student needs, or fundraising in the education field much appreciated. Experience and sensitivity to diversity and inclusion is valued.
- Operations and administrative management experience for a non-profit is desirable.

## ***Initial position:***

- Part-time contract position, salary range \$35,000 - \$42,500, 50% FTE

Please send your resume and a cover letter highlighting your experience relevant to The Orion Fund to: [theorionfund@gmail.com](mailto:theorionfund@gmail.com) .