Corporate Giving Officer Job Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB SUMMARY: The Corporate Giving Officer will manage the Melanoma Research Foundation’s (MRF) portfolio of corporate donors which include both pharmaceutical and private corporations. He or She will cultivate, solicit and steward each company and secure over $2,000,000 annually in revenue to support the MRF’s programs and events. The Corporate Giving Officer should be able to thrive in a challenging, fast-paced environment that may require more than 40 hours every week. The Corporate Giving Officer will report to the CEO in the short-term but ultimately to a Chief Development Officer.

DUTIES AND RESPONSIBILITIES: Indicates the action or outcomes required to fulfill each major responsibility of the position.

- Research potential new companies to grow the corporate portfolio
- Cultivate and steward existing relationships with 30+ corporate contacts
- Collaborate with development and programmatic colleagues to work on proposals to help support programs and events
- Develop annual stewardship plans for each company to keep them engaged
- Manage the organization’s involvement with corporate contacts at major scientific meetings such as ASCO, AAD and AACR
- Develop proposals and collateral material to share with corporate contacts
- Work with the Development Committee co-chair to help develop non-pharma contacts

KNOWLEDGE, SKILLS, AND ABILITIES: Reflects the specific competencies required for job performance.

- 3—5 years of corporate fundraising experience
- Excellent communicator and writer
- Strategic thinker who can spot opportunities and develop strategies
- Organized and analytical
- Ability to work well within a team
- Experience with Raisers Edge NXT preferred but not required
- Polished and professional and able to communicate with a wide range of constituents
- Travel required (no more than 40%)
- Position is based in Washington, D.C. office

EDUCATION:
- Bachelor’s Degree required

ADA PHYSICAL DEMANDS: The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- The position requires being seated for several hours a day.
- The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper.
- The employee is required to walk and/or travel by car, train or plane.