



Major and Annual Gift Development 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 Major and Annual Gift Development Officer (Officer) is a strategic and accomplished fundraiser with experience in major and annual gifts, direct mail, stewardship and events. The Officer will raise funds for the multiple priorities of the Melanoma Research Foundation (MRF) which encompass the research grant program, education initiatives and advocacy efforts. The Officer will be responsible for building and growing the MRF's pipeline of major and annual fund donors through identification, cultivation and solicitation. The Officer will also manage the Foundation's direct mail community fundraising programs and special fundraising campaigns/events.

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

- Raise \$1,000,000 through identification, cultivation and solicitation of major and annual fund donors
- Develop and manage the internal and external direct mail program raising over \$250,000 per year
- Manage vendors relative to special projects and fundraising campaigns
- Manage high-level (\$5,000+) CommUNITY fundraising events/donors and meet goal of raising over \$500,000 annually
- Collaborate with senior leadership and board members to solicit donors for the Foundation's endowment campaign
- Create and manage a revenue and expense budget as approved by the CEO
- Collaborate with the Development Assistant on a strategy for the MRF online Merchandise Store to generate additional revenue for the organization and support various campaigns
- Develop and implement an annual stewardship plan for annual and major donors
- Develop and lead the fundraising strategy for specialty campaigns including but not limited to: #GivingTuesday, Melanoma Awareness Month etc.



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

- 5+ years of fundraising experience including individual solicitation of donors
- Proven track record of closing major and annual gifts
- Experience with Direct Mail management
- Experience with Raiser's Edge and Luminate required.
- Team-player with a positive attitude who can effectively work with multiple constituents.
- Excellent communication skills
- Creative and passionate
- Outstanding customer service
- Able to travel extensively
- Position is in-person and based in Washington, DC office

EDUCATION:

- 4 Year degree required. Advanced degree preferred.

OTHER REQUIREMENTS: *Describes any other requirements or physical demands not indicated elsewhere.*

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.