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 Director of Corporate Relations will manage the Melanoma Research Foundation’s (MRF) portfolio of corporate donors to include both pharmaceutical and private corporations. They will focus their efforts on the discovery, cultivation, solicitation and stewardship of each company and secure over $2,000,000 annually in restricted revenue to support the MRF’s programs. In addition, they will solicit unrestricted revenue of $250,000+ to support the MRF’s events. The Director of Corporate Relations should be able to thrive in a challenging, fast-paced environment that may require more than 40 hours every week and will report to the Chief Development Officer.

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

- Research and perform outreach to new companies to grow the corporate portfolio.
- Cultivate and steward existing relationships with 30+ corporate contacts.
- Strategize with development and programmatic colleagues on funding opportunities.
- Draft and submit proposals both online (through portals) and independently to potential funders.
- Develop annual stewardship plans for each industry partner.
- Collaborate with the MRF’s communications department to ensure marketing benefits are activated.
- Manage the organization’s involvement with corporate contacts at major scientific meetings such as ASCO, AAD, SMR, AACR, SITC and others.
- Develop collateral material to share with corporate contacts.
- Work with the CEO on an annual plan in terms of corporate goals and strategy.
- Work with the CDO and Development Committee to help develop non-pharma contacts.
- Present to the Board of Trustees on corporate progress and successes.
- Track proposals and actions in Raiser’s Edge.
- Manage the MRF’s cause marketing program and direct the strategy for this program including identifying and securing financial or in-kind support, cultivating ongoing relationships and activating benefits for partners.

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

- 7—10 years of 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 Raiser’s 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.