**Gala 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 Development Officer (Officer) will engage in a variety of fundraising activities to support the overall revenue goals of the Melanoma Research Foundation's (MRF). The Officer is responsible for raising $1,500,000 through the MRF’s national gala program (Denver and New York) and develop new markets for consideration and expansion. The Officer will be responsible for building and managing host committees, cultivating and soliciting donors and managing sponsor benefits. The Officer will report to the Senior Major and Annual Giving Officer.

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

**Fundraising:**
- Manage and steward donors, committee members and event volunteers for deeper engagement within the Foundation
- Cultivate, solicit and steward past and new sponsors (individual and corporate)
- Identify and recruit co-chairs and committee members
- Identify and lead fundraising efforts with honorees to increase revenue
- Partner with the Director of Corporate Relations to solicit national and local sponsorships
- Partner with the Individual Giving Officer to transition event donors to annual fund donors to major gift donors
- Recruit revenue producing vendors for participation in the event
- Create annual stewardship plan for Gala donors and sponsors

**Event Planning:**
- Set event timelines
- Coordinate and plan the needs of each event with the Event Logistics Coordinator
- Manage silent and live auction process including outreach for donated and consignment items
- Host monthly committee meetings (conference calls)
- Develop the script and run of show
- Develop, maintain and track each gala budget
- Create and manage the floor plan and seating chart
- Manage event platform provider and export reports as needed
- Reconcile each event with Raiser’s Edge NXT
Marketing:

- Oversee the execution of sponsorship and marketing benefits and decks
- Work with the communications and design teams to market the event, including the website content and annual design concepts

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

- Four to six years of fundraising experience.
- Experience cultivating low to mid-level donors.
- Outstanding attention to detail, organizational skills and people skills.
- Experience soliciting and closing gifts.
- Experience with Raiser’s Edge NXT
- High attention to detail and the ability to multi-task multiple projects simultaneously
- Team-player with a positive attitude who is able to effectively work with multiple constituents
- Excellent communication skills
- Outstanding customer service
- Able to travel extensively (20%), heavier during event season
- Position is based in Washington, DC office

EDUCATION:

- 4 Year degree required or relevant experience

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