



Director of Individual Giving

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 Director of Individual Giving (Director) is a strategic and accomplished fundraiser with experience in major and annual gifts, stewardship and events. The Director is responsible for the strategy and management of major gift operations, supervision of major gift officers and the cultivation and solicitation of a portfolio of major gift prospects to benefit the Melanoma Research Foundation (MRF). Funds raised will support multiple priorities of the MRF which encompasses the research grant program, education initiatives, advocacy efforts and events. The Director will also be responsible for building and growing the MRF's pipeline of major and annual fund donors through identification, cultivation and solicitation and seeking out new areas of support from individuals and Foundations. The Director will also manage two direct reports.

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

- Raise \$1,500,000 through identification, cultivation and solicitation of major and annual fund donors
- Maintain and develop a donor portfolio (75-100 donors/prospects) through Raisers Edge to optimize fundraising opportunities
- Develop and manage major fundraising campaigns such as #GivingTuesday, Melanoma Awareness Month, End of Year giving and Direct Mail
- Collaborate with leadership and board members to develop strategies for solicitation of the Foundation's endowment campaign
- Create and manage a revenue and expense budget as approved by the CEO
- Develop and implement an annual stewardship plan for annual and major donors
- Attend events to cultivate major donors such Galas, Miles for Melanoma and other signature events
- Experience with sponsorship solicitation for events
- Experience with planned giving vehicles and experience with bequest discussions with donors
- Participate in the Foundation's strategic planning process
- Lead and manage fundraising committees and taskforces
- Review all donor communication related to acknowledgement letters, newsletters, solicitation letters etc.
- Seek, apply for and manage grant funding
- Act as primary point of contact for funding and donation inquiries



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

- 8+ years of fundraising experience including individual solicitation of donors
- Proven track record of closing major and annual gifts
- Experience with fundraising events
- 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 (up to 40% of time)
- Position is based in Washington, DC

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.