



Director of Advancement (Part-Time Remote)

Job Description

The Fibroid Foundation is looking to expand our major giving program by bringing on board a Director of Advancement. This critical role is perfect for a fundraising veteran preferably with non-profit experience, who can generally read people well, attract, and cultivate meaningful relationships with prospective donors.

The Director of Advancement is responsible for engaging, soliciting, and seeking commitments in support of a comprehensive strategic planning campaign and for specific projects.

The Director of Advancement will also be responsible for supporting the CEO with volunteer solicitor management and engagement including other campaign administrative duties as assigned.

In addition, potential candidates should meet the following criteria:

- Create the major gift program and draft communications between prospects and The Fibroid Foundation
- Design and implement innovative strategies to identify, cultivate and solicit high-net worth donors and major gifts prospects (\$10K - \$120K above)
- Identify and rate individual major gift and planned giving prospects. Obtains information concerning financial capability, special interests, giving history, and current connections to The Fibroid Foundation and other causes.
- Effectively prepare meeting materials, stewardship reports and major gift solicitations including, but not limited to high-quality solicitation materials, proposals, and investment decks. Manages communication and donor interactions with programmatic leadership, including the CEO.
- Research and select major donor prospects for cultivation
- Build relationships with major donor prospects
- Solicit donations from major gift donors
- Make direct, face-to-face solicitations (locally and nationally), and assist the CEO, board, and leadership staff with their solicitations (e.g., provide portfolio development support, strategic counsel, and help with donor communications)
- Analyze prospect research with a keen understanding of moves management to steward donors towards major gifts

- Utilize software to track and manage donor/prospect portfolio and monitor individual results toward fundraising goal; adhere to timely reporting of results to ensure accuracy of the fundraising pipeline and year-end projection forecasts
- Provide stewardship over existing and future individual major gift and planned giving donors
- Assist in identifying major gift prospect pool for proposed strategic planning campaign
- Maintain current and accurate files on all donors
- Ensure compliance with The Fibroid Foundation policies, procedures, rules, and regulations
- Partner with the CEO to determine strategies and action steps needed to identify, qualify, cultivate, and solicit mid-major gift donors.
- Manage and engage the volunteer solicitor engagement for affinity / constituent groups
- Manage a portfolio of approximately 80-130 prospective donors to engage their support in specific initiatives approved by the Board of Director and the Medical Advisory Board
- Plan and execute a target of 60+ prospective donor visits per year
- Develop and implement individual strategies for cultivating and soliciting mid-major prospects and submit moves management goals that contain specific timelines, projected results, and outcomes.
- Collaborate with CEO to oversee prospect stewardship through correspondence, donor engagement, professional proposals, mailings, and acknowledgements.
- Document all activity in the database and track personal and programmatic goals
- Achieve personal fundraising and activity goals monthly, quarterly, and annually
- Attend all appropriate Advancement meetings as well as other foundation-related events as appropriate
- Work collaboratively with The Fibroid Foundation staff to ensure appropriate coordination and communication
- Travel to domestic and international conferences

Qualifications and Skills

The position requires a bachelor's degree and a candidate with strong interpersonal, oral, and written communication, and database skills. Eight to ten years in campaign and individual gifts or sales experience preferred. Experience engaging and managing volunteer partners is also preferred. Knowledge of nonprofit fundraising culture is an asset and experience with moves management systems is preferred. This staff person should have the ability to work independently and as a member of a team in a fast-paced environment and be able to prioritize and manage multiple tasks effectively and efficiently. Some national travel involved.

- A Bachelor's degree from four-year College or University, Master's degree preferred
- 8-10 years of experience in fundraising, with 3-5 years of specific experience in cultivating individual and major gifts
- Interest in development, fundraising, public relations/marketing, and/or healthcare; previous campaign experience preferred
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public
- Quantifiable experience conducting major fundraising activities at the half million-dollar level and above that may include capital and annual giving campaigns.
- Excellent organizational, written, and verbal communication skills.
- Volunteer management skills.
- Strong planning skills and the ability to multi-task.
- Outstanding human relations and managerial skills.
- Demonstrate initiative
- The ability to work with minimal supervision and to make good decisions
- Excellent computer skills with working knowledge of Microsoft Office, Google suite and Asana; preferred database experience
- Knowledge of CRM databases
- Integrity: previous experience with highly confidential information preferred
- Positive, team-player attitude, willingness to be supportive to all Fibroid Foundation team members
- Ability to manage up and work in a fast-paced, multi-tasked environment

As a condition of employment, all employees hired after January 1, 2022, are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination.

Candidates should upload a resume, cover letter, and contact information for three professional references.

Wage: Negotiable, Bonus is contingent on funds raised