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| TITLE | Development Director |
| SUMMARY OF ORGANIZATION | Michael Mosier Defeat DIPG Foundation is a 501(c)(3) nonprofit organization that works to fund research for a cure to the deadliest form of pediatric cancer: DIPG brain tumors. The Foundation's work involves fundraising, coordination with the research community, event planning, social media and community engagement, and working with families impacted by DIPG. |
| SUMMARY OF POSITION | The Development Director will work directly with the Executive Director to assist in carrying out tasks required for the Foundation. A primary focus will be to assist in developing a strategic plan for the Foundation's fundraising efforts and then leading the organization and implementation of those efforts. This includes through the expansion of major gifts, corporate donations, grant solicitations, and in-kind donations. The Development Director will manage timelines for fundraising activities and assist in planning and execution for special fundraising events. The individual will also identify and develop corporate, community, and individual prospects for the Foundation's fundraising priorities. Responsibilities will also involve planning for increased donor and sponsor engagement throughout the year, including through e-mail and regular mailings. |
| QUALIFICATIONS The Development Director should demonstrate competence in the following areas: | <ul style="list-style-type: none"> • Strength in establishing and maintaining positive working relationships, both internally and externally, to achieve the Foundation's mission • Ability to organize, prioritize, and manage multiple tasks independently to meet deadlines and project goals • Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate process and results • Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within organizational parameters • Strong written and verbal communication skills, with strict attention to detail • High energy, efficient worker with a desire to promote the organization's mission and maximize public awareness of our activities • Proficient in Microsoft Word and Excel and with tech-savvy that allows training in additional software platforms and social media • Knowledge of special events planning and management |
| EXPERIENCE | 3 – 5 years fundraising experience preferred |
| SCHEDULE | This position has an expectation of 30-40 hours per week. We will work with the candidate to determine a schedule for achieving these hours and the work required. The Development Director may be required to work evenings or weekends for the Foundation's major events (2 times per year). |
| LOCATION | 11325 Seven Locks Rd, Suite 260, Potomac, MD 20854 |
| REQUIRED DOCUMENTS | Cover Letter, Resume, References (3) |
| START DATE | To be determined in consultation between Executive Director and candidate. |
| COMPENSATION | Salary will be competitive and commensurate with experience. |
| DIVERSITY STATEMENT | <i>The Foundation is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status,</i> |

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| | <i>political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, programs and activities.</i> |
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INFORMATION SHOULD BE SUBMITTED TO JENNY MOSIER at jenny@defeatdipg.org.