

Director of Advancement Vacancy Announcement

Position Overview

The Director of Advancement is a senior leader responsible for developing and implementing strategies to enhance fundraising, donor relations, and overall organization advancement. This role involves leading the organization's fundraising efforts, cultivating relationships with donors, and overseeing the infrastructure that supports fundraising efforts. The primary objectives of the Director of Advancement position are to engage current and new supporters, increase financial investment in SFA's mission, and build an increasingly strong and diverse network of supporters.

Responsibilities

Fundraising Strategy and Planning:

Develop and execute comprehensive fundraising plans aligned with the organization's mission and goals.

- Design and implement a robust development strategy that maintains and broadens the organization's financial support from individuals, foundations, and corporations.
- Develop and execute annual fundraising plans, including individual giving, major gifts, corporate sponsorships, and events.
- Collaborates with the CEO to coordinate baseline annual fundraising targets with organizational strategic objectives and budget.
- Oversee the planning, implementation, and evaluation of various fundraising campaigns, such as direct mail, events, and online giving.
- Manage the fundraising budget, tracking expenses, and ensuring efficient allocation of resources.
- Track fundraising progress, analyzing results, and reporting on key performance indicators to stakeholders.

Donor Relations and Cultivation:

As the chief fundraiser for SFA, the Director of Advancement visits and stewards donors, partners, and prospects across the country and publicly represents SFA as an extension of SFA's executive office.

- Build and maintain strong relationships with current and potential donors, including individuals, corporations, and foundations.
- Assume a leadership role in identifying, cultivating, and soliciting new major gifts, personally cultivating and soliciting donors as appropriate.
- Cultivate, expand, and communicate with the Board of Directors, in partnership with the CEO, to further engage their support of SFA's mission.
- Ensure proper and timely donor recognition and stewardship.

Event Management:

Lead the strategy and planning of SFA's fundraising events, such as galas, donor events, and auctions.

- Work with the consulting firm to plan, execute, and fundraise for the annual Stand Up to Sarcoma gala.
- Develop the strategy and implementation of additional fundraising opportunities such as donor events and Sunflower Society programming.

Communication and Marketing:

With a primary focus on donor strategy, create donor communication and outreach strategies and materials to advance opportunities for engagement.

- lead the advancement team in creation of donor-related materials, including print and electronic appeals, stewardship communication, direct mail pieces, written and verbal proposals, and event sponsorship documents.
- Collaborate with the communications team to develop compelling fundraising materials and messaging,
- Communicate the organization's mission and fundraising needs to various stakeholders.

Team Management:

Lead and mentor a team of fundraising professionals, providing guidance and support to ensure team success.

- The Director supervises the Development Manager and the Senior Manager of Database Administration.

Qualifications

- Bachelor's Degree (master's degree preferred) and at least 10 years of progressive experience leading effective development programs encompassing the full range of development strategies.
- Exceptional interpersonal skills and the ability to develop and maintain relationships of trust and respect with development staff, colleagues, volunteers, and donors.
- Excellent written and verbal communication skills, including the ability to write compelling donor communications and make persuasive presentations.
- Proven track record of success in fundraising, including major gifts, corporate and foundation giving, and special events.
- Proven ability to establish objectives, set performance standards, organize and motivate a team to achieve goals.
- Ability to develop and implement effective fundraising strategies.
- Strong understanding of budgeting, financial management, and fundraising metrics.
- Familiarity with fundraising software and donor databases.
- A deep passion for the organization's mission and a commitment to its success.
- Travel required.



This position is exempt/full-time. The staff works primarily remotely; however, some staff travel to the office infrequently. This position can be fully remote. SFA's office is in Montgomery County, Maryland, outside Washington, DC.

Please email your resume and cover letter with salary requirements to hr@curesarcoma.org with the subject line, "Director of Advancement". **Resumes will not be accepted without a cover letter or email.** No phone calls, please. SFA is an equal-opportunity employer and accepts applications from all.