**Why LLS:**

*How many people can answer the question, "What do you do for a living?" with the answer, "****I help find cures for cancer.****" At LLS, employees take our mission seriously. Whether you work in one of our chapters, are an accountant at the national office or a specialist in our Information Resource Center, you work each day on making our mission a reality: Cure leukemia, lymphoma, Hodgkin's disease and myeloma, and improve the quality of life of patients and their families.****Join us and give new meaning to the word, "job."***

**Overview:**

The Director, Donor Development has responsibility for strengthening and growing the donor base and the Donor Development program to meet assigned financial goals. The Director will drive a strong revenue-oriented culture and will serve as a leader in planning, managing and implementing fund development strategies for the Chapter. The Director is a subject matter expert on donor development in the Chapter. The Director works closely with National Directors of Philanthropy and other national staff. The Director works with the Executive Director (ED) on their personal portfolios. The Director maintains their own portfolio of assigned major donors and prospects, and personally makes solicitations. The Director functions in a highly visible, externally facing role and will represent the Chapter in cultivating donors with the greatest capacity and managing leadership volunteers.

\*This position requires statewide travel.

**Responsibilities:**

* Develops and executes annual and multi-year development plans for Chapter’s Donor Development fundraising, in close collaboration with the ED, National Director of Philanthropy, and other Chapter staff.
* Accountable for achieving or exceeding Chapter’s Donor Development target annually ($500,000 for current fiscal year), with continual year-over-year growth, and managing to Donor Development expense target.
* Develops and implements a written, time- and revenue-based, plan for research, identification, cultivation, proposal development, solicitation, and stewardship of individual, corporate, and foundation major gifts.
* Prepares ED for external meetings, including donor interactions, by preparing meeting briefings, stewardship reports, and solicitation materials—taking full advantage of available resources.
* Prepares ED for internal meetings, such as portfolio performance review and planning meetings, by running reports, analyzing performance metrics and updating planning documents.
* Leads focused growth in major gifts area; works directly with major gift prospects, in coordination with ED and National Director of Philanthropy.
* Maintains his/her own portfolio of assigned major donors and prospects, develops solicitation and moves management plans, and personally makes solicitations over $10,000 in a range based upon Chapter’s pipeline and potential.
* Serves as primary staff liaison for representatives of largest corporations and foundations for solicitation, cultivation, and stewardship purposes.
* Identifies and qualifies new prospects through personal outreach, collaboration with other Chapter staff, and volunteer engagement.
* Serves as the primary staff liaison for the Board’s Philanthropy Committee.
* Works with the ED to orient new Board members to their fundraising responsibilities and ensure that they receive the support they need to be successful volunteer fundraisers.
* Implements, manages and analyzes set best practices for moves management and performance and financial milestones, results and projections.
* Collaborates with national headquarters development staff to identify and maximize fundraising opportunities.
* Serves as the Donor Development business to other departments within the Chapter, facilitating prospect identification and collaboration on complex accounts.
* Develops and executes the Chapter’s stewardship plan, in collaboration with ED, National Director of Philanthropy, and other business partners—taking full advantage of available resources.
* Monitors trends in under $10K giving, leveraging available resources to coordinate year-end solicitations, as needed.

**Qualifications:**

**Education & Experience Requirements:**

* Bachelor's Degree required.
* Minimum 5-7 years of major gifts fundraising experience, including experience personally soliciting $25,000+ gifts.
* Proactive development leader with an established track record of increasing philanthropic revenue from diverse constituencies.
* Experience in the development and implementation of a broad-based fundraising program including personally opening doors, cultivation, and successfully closing major gifts.
* Significant expertise with the Chapter’s funding community highly desirable.
* Progressive experience in successful development programs and knowledge of “best practices” in development.

**Position Requirements:**

* Excellent verbal and written communication skills.
* Balance multiple priorities effectively.
* Enthusiastic, self-motivated and committed to excellence.
* Capable of working well with a variety of personalities and leadership styles.
* Highly organized and professional demeanor.
* Resourcefulness and problem solving acumen.
* Demonstrated staff management capabilities.
* A team player committed to developing and working within a collaborative environment.

**Physical Demands & Work Environment:**

* Physical demands are minimal and typical of similar jobs in comparable organizations
* Work environment is representative and typical of similar jobs in comparable organizations

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of employees. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Company. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Leukemia & Lymphoma Society (LLS) does not accept resumes from third party recruitment/search firms. Please do not forward resumes to LLS employees or any company locations or email addresses. LLS is not responsible for any fees related to resumes not solicited by LLS Recruiting. The Leukemia & Lymphoma Society (LLS) is an Equal Opportunity Employer.