

**Job Description**

**Development Director**

**PERSONAL TRAITS**

* Passion, advocacy and excitement for the mission of the Neuro Challenge Foundation for Parkinson’s
* Intellectual curiosity, confidence and ability to apply the experience of innovative & creative development skills to an organization that will transform lives forever.
* Transparent Communication
* Poise, credibility and relationship skills to work with all constituencies
* Strong personal work ethic with a sense of humor and perspective
* Entrepreneurial, creative style
* Integrity and honesty
* Team-orientated and mission-driven professional with a desire to create and build
* Collaborative

**DUTIES AND RESPONSIBILITIES**

* Develop and implement a comprehensive fundraising plan in partnership with the CEO
* Serve as the organization’s major gift fundraiser, identifying, cultivating, soliciting and stewarding key donors and prospects
* Build a strong portfolio of major gift prospects and donors working with the CEO
* Develop a data base of donors and prospects
* Oversee the Event Manager and maintain all special events
* Develop and implement an ongoing annual giving program
* Coordinate & review all Philanthropic Communications for quality messaging
* Ensure and maintain the Culture of Philanthropy throughout the organization
* Supervise an external Marketing plan which includes creating a Philanthropic website, newsletters and social media campaign
* Remain up-to-date on current fundraising, being used in the nonprofit sector as well as current tax law affecting charitable giving
* Ensure the financial goals of philanthropy are met
* Act as an advocate for the agency in activities and in making presentations to promote the mission and goals of the agency

**Ideal Candidate**

* A deep, abiding passion for the mission and goals of the agency
* Belief and support in donor-centered philanthropic culture
* Proven ability to articulate a compelling vision and inspire board, staff, donors, volunteers and public to achieve it
* High emotional intelligence and ethical standards
* A high degree of self-motivation, ingenuity, and creativity
* Open minded, adaptable and collaborative
* Ability to maintain positive and authentic relationships
* Experience, comfort and confidence in asking for and closing major gifts
* Enjoy working in a fast-paced, dynamic and quickly changing environment
* Highly organized with attention to detail
* Excellent at follow-through and donor customer service
* Commitment to diligently documenting contact information, prospect research, and interaction reports
* Excellent verbal and written communication skills
* Ability to write clear, concise, and compelling proposals, letters, reports and supervise grants
* Proficient in donor management software
* Willingness to be mentored and/or mentor others

# Qualifications

Minimum qualifications include a bachelor’s degree, 3 to 5 years of development or related work experience, and demonstrated success in marketing, communications, and fundraising. A background in either a for profit or non-profit environment in a staff position or volunteer leadership role is a plus. Healthcare experience and CFRE is a plus.

Submit letter of interest and resume along with salary expectation to [karen@mbjgroup.com](mailto:karen@mbjgroup.com) by April 5, 2019

Neuro Challenge Foundation for Parkinson’s (NCF) is a local 501 c 3 non-profit organization dedicated to improving the quality of life of people with Parkinson’s and their caregivers. We accomplish our mission by providing monthly education, support and therapeutic programs; individualized care advising; community resource referrals; and semi-annually held medium to large scale educational events. All services and programs are provided at no charge thanks to the generosity of the communities we serve.