



POSITION DESCRIPTION

Position Title: Director, Development

Department: Foundation & Patient Engagement

Reports To: Deputy CEO/Executive Director AASLDF

Supervises: Manager, Development
Coordinator, Development

FLSA Status: Exempt

Effective Date: March 1, 2021

General Description:

Lead the strategy for and oversee the implementation of AASLD/AASLD Foundation's (AASLD/F) fundraising program. Responsible for developing the strategy, planning and organizing of the fundraising and development programs, as well as integrating strategic development of initiatives across the organization. Oversees and manages the implementation of targeted solicitation strategies for AASLD/F's fundraising efforts in annual giving, major gifts, private foundation, and corporate giving, planned giving, and comprehensive campaigns; solicits grant support for research and travel awards; solicits corporate support for AASLD/F initiatives. The Director, Development manages and develops a team of high performers who demonstrate strong commitment to supporting increasing member donor engagement; furthering diversification and strengthening AASLD/F revenue streams with a long-term target of financial independence; achieving higher levels of philanthropy to encourage scientific discovery, increase the number of physicians and health care professionals, and share cutting-edge hepatology knowledge with physicians worldwide. Serves as liaison to the Individual Fundraising Committee and the Industry Advancement Committee.

Key Responsibilities:

Leadership:

- Leads and ensures the success of the fundraising programs through annual operational planning and implementation.
- Effectively manages a high performing staff team responsible for development management, evaluates performance and determines work assignments, methods and priorities.
- Responsible for strategic oversight and confidentiality of development efforts.

Budget and Financial:

- Develops department budgets and revenue generation to support \$5M in programs and awards annually.
- Manages the organization's resources within budget parameters.
- Identifies key performance indicators (KPI) and metrics and manages results against appropriate benchmarks.
- Sets and attains fundraising targets and forecasts long-term revenue to support organization stability.
- Collaborate with Finance to ensure proper use and stewardship of donor funds including gift accounting, reporting and gift acceptance policies and procedures.
- Approves reconciliation financial reporting for corporate support.

Corporate Support and Fundraising:

- Develops and employs a long-range plan to achieve AASLD's objectives pertaining to fund development and mission investment including, the implementation of strategies to identify and cultivate new sources of revenue, including individual, foundation, and corporate prospects.
- Develops industry/business partner relations with grant and marketing offices and prepares proposals to corporate and private foundation prospects to secure funding for awards and fellowships, and programming.
- Collaborate to develop proposals for cost efficiency to secure corporate support for AASLD programming and manages programmatic fund development, including cultivation and stewardship of donors and industry partners.
- Leads and manages corporate stewardship including impact reporting, acknowledgements and recognition.
- Directs the implementation of individual fundraising initiatives including comprehensive campaigns, annual giving, major donors, planned giving, donor recognition societies, and special events (i.e. donor recognition events)



- Administer ongoing comprehensive prospect research and donor prospect management system, including prospect identification, prioritization, biographical and financial research.
- Oversees the management of individual donor stewardship including gift processing procedures, impact reporting, acknowledgements and recognition.
- Collaborates with information technology staff to manage fundraising technologies

Marketing:

- Collaboratively develops a strategic marketing and communications plan and supporting messages
- Works across the organization to ensure Foundation impact is reflected through key communications
- Identifies marketing content for fundraising materials and develops special targeted appeals (mailings, brochures, flyers, solicitations, etc.)

Travel to 3 major events (DDW, TLM, EASL), and donor events as required.
Other duties as assigned.

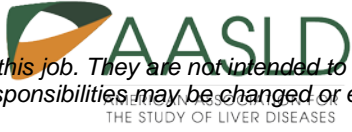
Education and Experience

- Bachelor's degree in relevant area, or other related field equivalent work experience. Requires certification in area of expertise (e.g., CAE, CPA, PMP, CMP, etc.).
- Requires 6-8 years of experience in a similar role and advanced subject matter expertise.
- Requires knowledge of key programmatic, operational, and financial issues and priorities.
- Direct fundraising experience, with demonstrated success in securing gifts (\$100K+) in healthcare environment preferred.
- Certified Fundraising Executive is highly desired.

Skills Needed in Position

- Experience in growing and managing a portfolio of corporate and individual donors.
- Experience managing donor engagement, cultivation, and stewardship, grant writing and special events.
- Proven track record of raising funds from diverse sources.
- Advanced knowledge of Blackbaud Raiser's Edge database, including Luminate Online, Wealth Point/Target Analytics); Windows Operating Systems, Microsoft Applications, databases and internet-based research.
- Communication skills: Skill in clearly and effectively communicating ideas verbally and in writing, including the ability to edit the writing of others. Commitment to keeping stakeholders informed.
- Strategic thinking and problem-solving skills: skill in anticipating future consequences and trends, making decisions congruent with the organization's strategic direction, mission and goals, and developing new approaches to solve problems or improve processes.
- Planning and organizing skills: skill in determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively.
- Supervisory/management skills: skill in setting clear performance objectives and directions; delegating appropriately; and providing clear, behaviorally specific performance feedback, effective coaching, and development opportunities.
- Customer service skills: Skill in providing the highest quality products and services that meet or exceed the needs and requirements of internal and external customers.
- Interpersonal skills and emotional intelligence: Skill in building and maintaining effective interpersonal and team relationships with a diverse network of colleagues inside and outside the organization, and with other relevant individuals with whom the organization works (members, the media, other organizations, funders etc.)

The above statements are intended to describe the general nature and level of work being performed by most people assigned



to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the AASLD Foundation.