



POSITION DESCRIPTION

Position Title: Manager, Development

Reports To: Director, Development

FLSA Status: Exempt

Department: Foundation & Patient Engagement

Supervises: Coordinator, Development

Effective Date: March 1, 2021

General Description:

Provides programmatic support in the management of the AASLD/AASLD Foundation fundraising program. The Manager, Development ensures the successful implementation/execution of individual fundraising programs utilizing targeted solicitation strategies for AASLD/F's fundraising efforts in annual giving and major gifts. Supports the Director, Development in corporate development strategies. The Manager, Development 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 works closely with the Industry Advancement Committee.

Key Responsibilities:

Individual Giving and Development:

- Develop, grow and manage annual fund giving through targeted direct appeals, dues renewals, online giving, The Liver Meeting®, CFC, event fundraising, and other special fundraising initiatives (e.g. week of thanks, peer-to-peer challenges).
- Conducts primary prospect research, segmenting donors and building profiles of individual, foundation, and industry prospects.
- Executes moves management in prospective individual donors of gifts over \$1,000, which supports volunteer leaders' cultivation and solicitation efforts.
- Collaborate with Marketing and Communications to execute annual fund-related marketing, including direct mail fundraising appeals and related follow-up communications.
- Explore and execute innovative programs and technologies to acquire and upgrade donors (e.g. donor society, monthly giving circle, peer-to-peer fundraising, mobile giving).
- Assist with preparation of industry and foundation solicitations

Stewardship and Recognition Programs

- Responsible for the management of donor recognition societies.
- Assist with execution of year-round stewardship / cultivation plan to ensure regular personal outreach is taking place
- Prepares impact reports for industry and individual major donors.
- Works collaboratively with Marketing and Communications staff to highlight Foundation in AASLD eNews, through a new digital newsletter, periodic impact emails, the annual report, and the Foundation's video series.

Operations:

- Works with Development Coordinator to ensure timely acknowledgement and receipting procedures for all donations, grants, and support.
- Provide input for AASLD/F fundraising budgets.
- Review and analyzes donor fundraising reports for the Foundation Board of Trustees, AASLD Governing Board, and Committees.

Other duties as assigned.



Education and Experience

- Bachelor's degree in relevant area, or other related field equivalent work experience.
- The job requires 3-6 years of experience in a similar role and relevant subject matter expertise.

Skills Needed in Position

- 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
- 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.