



## **Assistant Director of Development**

### **Position Summary**

Reporting to the Director of Development, the Assistant Director of Development is primarily responsible for the growth of the organization's significant revenue related to general contributions and tribute gifts, employee giving programs, direct response campaigns, and mid-level giving, and will support fundraising related to major gifts, planned giving, events, and corporate and foundation support.

A mission driven development professional with excellent communication skills who is an organized self-starter and results-oriented team player in this role will collaborate effectively within the Development team and with other departments to execute multiple facets of the organization's annual fundraising campaigns seamlessly and partner with all staff, donors, and volunteers to leverage connections, assets, ideas and activities to exceed annual revenue goals. Hybrid working environment from home and office.

### **Position Duties and Responsibilities**

#### *Fundraising*

Assists with implementation of individualized strategies and plans for engaging and soliciting donors and prospects, including individuals and families. Proactively and systematically develops and strengthens long-term relationships with an assigned mid-level portfolio of existing donors and prospects. Assists with development and oversight of annual direct mail, marketing, and stewardship programs. Serves as a "moves manager" for mid-level donors and prospects, and partners with leadership on major gifts, corporate, and foundation support. Fundraising metrics include contributions and engagement with donors and prospective donors.

#### *Donor and Prospect Outreach & Engagement*

Develops and conducts engagement and cultivation campaigns and activities with the goal of establishing the ALS Network as a preferred and priority philanthropic cause, particularly for established and prospective mid-level donors. Collaborates with all staff to leverage opportunities, build awareness, develop value-added engagement, and facilitate meaningful interactions and experiences for donors that are focused on donor retention and increased giving.

#### *Campaign Management*

Participates as an integral member of interdepartmental teams for the purpose of increasing unrestricted revenue across all channels and leveraging events and assets to engage donors year-round. This position focuses on raising funds from targeted segments of individual donors and the general community, the majority of whom are not engaged with the Network's events. These donor segments will include but are not limited to, those making tribute gifts and bereaved families, first time donors, lapsed donors, those making gifts via DAFs and IRAs, mid-level donors with high gift capacity and loyal donors. In collaboration with the development department team, the Assistant Director of Development will develop campaign strategies, annual calendars of communication, solicitation and celebration, content, and incentives to engage individual donors and institutional funders.

### *Administration, Communication, and Cross Departmental Collaboration*

- ☐ Supervise gift entry staff and oversee gift processing and data entry.
- ☐ Responsible for data entry and tracking in ALS Network's CRM system for assigned portfolio.
- ☐ Responsible for regular and comprehensive reporting on prospects and progress to supervisor and other members of the leadership team upon request.
- ☐ Maintain websites, calendars, and fundraising protocols and procedures.
- ☐ Complete assignments within deadlines and coordinate work between departments and with external vendors, as necessary. Maintain consistent communication, collaboration, and integration with staff across all departments.
- ☐ Effectively articulate the organization's interdependent mission priorities and develop partnerships through a donor-centric approach.
- ☐ Attend ALS Network events, trainings, cultivation opportunities, and meetings as required.
- ☐ Collaborate closely with staff in Care Services, Community Outreach, Marketing, Accounting and Administration to support and grow the organization's effectiveness and efficiency in fundraising and mission activities.
- ☐ Demonstrate behavior in concert with the Network's mission, vision, values, policies, and procedures.
- ☐ Adhere to strict confidentiality policies in handling donor information.
- ☐ Assist with special projects and perform other duties as assigned in support of the ALS Network's mission and fundraising goals.

### **Candidate Qualifications**

#### *Education*

Bachelor's Degree (BA or BS) preferred. Background in health and/or life sciences is a plus.

#### *Fundraising*

A minimum of three years of relevant fundraising experience in a nonprofit environment with extensive experience in development, a proven track record for generating new revenue, specifically in direct response and annual fund revenue, and successfully managing strategic partnerships. Understanding and experience with the stages of corporate partnership development, including negotiation and benefits fulfillment, and mid-level giving or moves management a plus.

#### *Technical Skills*

Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software, is required. Experience with Blackbaud and Luminate Online, with a willingness to and ability to learn new systems and computer programs (i.e., Google Workspace, Video Conferencing Software, Canva, Adobe Illustrator, etc.) Comfortable with social media platforms, and high volume of email messages with a timely response is important.

#### *Project Management Skills*

Excellent organizational skills and attention to detail. Ability to prioritize work and adjust to multiple demands. Demonstrated ability to follow tasks through to completion in a timely manner.

#### *Communication Skills*

Excellent interpersonal, verbal, and written communication skills. Superior and proven customer service skills.

#### *Critical Thinking & Problem-Solving Skills*

Ability to assess, compile, disseminate information and independently complete assignments is necessary. Self-initiated ability to analyze and improve on development, operations, and other systems. Ability to work well independently and as a team member. Ability to take initiative and follow tasks through to completion. Ability to lead a team toward organizational goals, leveraging each team member's skill set.

Ability to travel occasionally and assist with events as needed.

#### **POLICY ON PLACEMENT AND RECRUITMENT**

The Batten Group and ALS Network are equal opportunity employers committed to the principles of non-discrimination in the workplace. Under this agreement, each will not discriminate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status or any other basis that is prohibited by federal, state, or local law.

#### **Salary Range:**

\$90,000 - \$95,000

#### **To apply:**

To learn more about the Assistant Director of Development position, please contact one of The Batten Group team members below:

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To apply directly for this position, please use the link below to be directed to the application page.

<https://thebattengroup.com/job-seekers/#!/c0c99916-dc9e-4c72-b483-e9d8caacf3e8/detail>