

CHUCK NOLL FOUNDATION FOR BRAIN INJURY RESEARCH

Job Description

Position Title: Director of Development

Reports to: Executive Director

Status: Full time

Compensation: Competitive

Overview:

The Chuck Noll Foundation for Brain Injury Research is a 501(c)3 charitable organization established in 2017. The Foundation's vision is to diminish the impact of sports related head injuries. Our mission is to award grants in order to advance research related to the diagnosis, treatment and prevention of injuries to the brain occurring primarily from sports activities.

The Foundation was established by the Pittsburgh Steelers. Its geographic grant making includes research institutions and researchers located in western Pennsylvania and West Virginia. The Foundation specializes in making early stage seed grants to promising research with the hope of leveraging additional support from various sources. The Foundation is governed by a board of directors and advised in its grant making by a National Science Advisory Committee.

Position Summary

The Director of Development is primarily responsible for raising new gifts to the Chuck Noll Foundation and nurturing current donors. The DoD works closely with the board chair and the executive director to identify high dollar prospects and develop and implement an outreach strategy designed to attract the largest contributions possible. The DoD will develop, nurture and maintain close relations with current and prospective high donors. The DoD will oversee the maintenance and implementation of the foundation's donor database system that will allow the Foundation to seek modest donations from individuals. The DoD will need to gain a solid understanding of the Foundation's mission as well as the issues and trends related to brain injury research.

Supervision Received or Exercised

Receives general supervision from the Executive Director, but should be a self starter and self manager. At present, no support staff is provided.

Essential Duties

Identifying High Dollar Prospects

1. Working with the board, board chair, and science advisory committee, identify a list of high dollar donors that have close relations with the above.

2. Develop a list of high dollar donors in the Foundation's geographic area that have the capacity and interest in the Foundation's mission.
3. Conduct research on all prospective donors and prioritize them for approach.
4. Using national tracking tools, identify a list of high dollar prospects that have the capacity and interest in the Foundation's mission.

Develop, Nurture and Maintain Close Relationship with current and high dollar donors

1. Develop a program that builds a close understanding and relationship between the Foundation's research, researchers, board and science advisory committee and the mission of the Foundation.
2. Review, research and recommend whether giving levels should be established and benefits for each level.
3. Develop regular thank you events for high dollar donors and prospects.
4. Oversee the development of promotional materials to assist in the cultivation of high dollar donors.

Create and Manage a Donor Database

5. Oversee the management and growth of the database.
6. Develop a communication plan (content calendar) for cultivating potential donors.

Qualifications

- Bachelor's or masters degree or equivalent experience preferred.
- A minimum of 3 years of experience in development, trust services ,wealth management or donor-centered fundraising;
- Exceptional interpersonal, verbal and written communication skills; ability to be an effective public speaker; ability to establish effective relationships with prospective donors, current donors, professional advisors, board members and science advisory committee members.
- Ability to exercise sound judgment and discretion in working with highly sensitive and confidential information and with diverse donor and prospect populations.
- Ability to work independently and develop new opportunities, take initiative and participate as an effective team member. Excellent organizational skills and attention to detail.
- Demonstrated experience with databases and office productivity software such as Microsoft Office and donor/contributions databases.
- A passion for community involvement and philanthropy, an entrepreneurial spirit and a sense of humor; a high level of personal and professional integrity and ethics.
- Experience in health and research related fundraising, preferable
- A strong willingness to learn about the Foundation's mission and articulate the research the Foundation funds.

Process:

Interested candidates who meet the qualifications should submit a cover letter, resume, three references by September 30th to info@chucknollfoundation.org

