

TSC Alliance
Silver Spring, Maryland

Director of Leadership Giving

The TSC Alliance is an internationally recognized nonprofit that does everything it takes to improve the lives of people with tuberous sclerosis complex (TSC). We drive research, improve quality care and access and advocate for all affected by the disease. The TSC community is our strongest ally. The collaboration of individuals and families, along with the partnership of other organizations, fuels our work to ensure people navigating TSC have support—and hope—every step of the way.

- We use a comprehensive approach to improve quality of life for people with TSC—fueling promising research while making sure that, day-to-day, individuals are diagnosed early and receive the highest quality care available. We also use our voice in policy around equitable healthcare access and federal funding for TSC research.
- Our work wouldn't be possible without the commitment of our community. Advancing research requires dedicated investigators, individuals with TSC, government and industry. Improving quality of and access to care demands healthcare professionals and dedicated volunteers. Raising awareness takes the work of families, individuals and volunteers.
- We want to create an environment where all individuals feel included; our organization reflects and serves the broad diversity of our community; and we bridge health inequities.

With an annual budget of \$7.1 million, the TSC Alliance advocates with and on behalf of our community to ensure everyone living with TSC has what they need to live their fullest lives. Reporting to the Vice President of Donor Relations, the Director of Leadership Giving will manage, nurture, and enhance relationships with an individual portfolio of 75-100 prospects to improve probability of continued and increased support of the TSC Alliance. Ultimately, the Director of Leadership Giving will build a major gifts program to identify, qualify, solicit, and steward individual prospects capable of making five- to six-figure gifts or more, and provide opportunities to match donors' interests with TSC Alliance priorities. The position requires that the majority of this employee's time be spent meeting with prospects, in person or via Zoom.

ORGANIZATIONAL STRUCTURE AND INTERFACES

Reports to: Vice President, Donor Relations

Primary Interfaces (internal): Vice President, Donor Relations, CEO, Chief Financial Officer, Sr. VP of Strategic Communications, Director of Community Programs, Database Project Manager

Primary Interfaces (external): Community volunteers, major donors, corporate partners, vendors, individuals with TSC and their families/caregivers

MAJOR FUNCTIONS

- Lead the process of identifying, cultivating, soliciting, and stewarding individual major and planned giving prospects to ensure that campaign goals are met.
- Develop and execute solicitation plans with an emphasis on personal face-to-face visits; involve TSC Alliance representatives as natural partners when appropriate; and engage volunteers for special fundraising projects.
- Work in conjunction with the CEO, Chief Scientific Officer (CSO), Vice President of Donor Relations and other members of the Development team to identify and evaluate prospects; participate in regular prospect management meetings; develop strategies to cultivate and update prospects on key TSC Alliance initiatives.
- Develop a tiered system of major gift prospects and facilitate the movement of those prospects through the various stages of giving based on the Moves Management model.

- Prepare written strategies to cultivate relationships that will lead to solicitations and stewardship of individual major and planned gifts.
- Ensure timely and appropriate acknowledgement of major and planned gifts.
- Meet clearly outlined weekly, monthly, and annual performance expectations based upon industry standard best practices for prospect visits and dollars raised.
- File timely prospect reports in Raiser's Edge documenting contacts, solicitations, and meetings; run reports to track progress of each prospect's cultivation plan.
- Attend key TSC Alliance events to interact with donors and prospects as well as keep apprised of timely and relevant information in order to create solicitation proposals.

RESPONSIBILITIES

- Develop and implement solicitation strategies, including e-communication, donor reports, and acknowledgement tracking.
- Work with the donor relations staff to ensure timely and acknowledgement of all gifts and appeals.
- Perform monthly analysis of effectiveness of the program and suggest opportunities for improvement.
- Implement communications strategy that cultivates donors and garners increased gifts.
- Assist with development of funding proposals and grant reports.
- Prepare major donor acknowledgements.
- Prepare gift annuity requests for TSC Alliance Endowment Fund.
- Prepare regular development reports, i.e. individual major donors and other reports upon request.
- Assist in the overall strategic planning and managing of the organization's strategic development initiatives and annual giving programs.
- Coordinate with the Senior Vice President of Strategic Communications and Director of Digital Platforms to acknowledge extraordinary contributions and highlight organizational accomplishments through public and media relations, social media posts, product development, marketing, promotion, grants, brochures, or e-mail blasts.
- Represent the organization at special events and other public functions.
- Act as a team player and communicate development information within the organization.
- Maintain positive relationships with volunteers, colleagues, board members and other constituents.
- Other duties as assigned and as needed.

CORE VALUES

Build Value-Based Relationships: Generating alliances internally and externally by continuously identifying and acting on those things that will create success for the organization and its constituents, researchers, health care professionals and communities.

Contribute to Team Success: Actively participating as a committed member of a team and working with other team members to help complete goals and deliverables.

Customer Focus: Making customers (external and internal) and their needs a primary focus of one's actions; developing and sustaining productive relationships; and creating and executing plans and solutions in collaboration with team members internally and externally.

Provide and Accept Feedback: Objectively observing, analyzing, and sharing perception of other people's performance to help reinforce or redirect behavior to improve performance and results and providing feedback that is timely, specific, behavioral, balanced and constructive.

Work Standards: Setting high standards of performance for self; assuming responsibility and accountability for successfully completing assignments or tasks; and self-imposing standards of excellence rather than having standards imposed.

Consult: Providing timely, specific information, guidance, and recommendations to help volunteers, Community Alliances and fellow staff members make informed committed decisions that will lead to sustainable impact.

Establish Collaborative Working Relationships: Developing and using collaborative relationships to accomplish work objectives; developing relationships with other individuals by listening, sharing ideas; and appreciating others' efforts.

Equity, Diversity and Inclusion: Ensure equity, diversity and inclusion permeate our organization and our work.

Successful completion of the projects noted in the success factors above requires cooperation with our staff team, board, volunteers, donors and key corporate and foundation partners. Quickly establish working relationships to complete projects as described above.

QUALIFICATIONS

- Bachelor's degree (preferably in Communication, English, Journalism, Marketing, or other related field).
- Five or more years of fundraising experience and a proven track record of success in soliciting and closing at least five- and six-figure gifts.
- General understanding of charitable solicitation regulations.
- Excellent written and verbal communication skills as well as organizational skills and the ability to juggle multiple tasks while working under deadlines.
- Experience in prospect research and moves management.
- Experience working with volunteer committees and boards of directors.
- Proficiency in MS Office (Word, Excel, Access, etc.)
- Proficiency in Blackbaud "Raiser's Edge" (or similar) database.
- Comfort with public speaking and strong interpersonal skills.
- Willingness to travel extensively as well as ability to work a flexible schedule, including evenings and weekends.