

**TSC Alliance**  
**Silver Spring, Maryland**

**Director of Annual Giving and Partnerships**

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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. The TSC Alliance is in the early stage of a major, seven-year fundraising campaign in support research. The successful completion of this campaign effort will be dependent on our ability to engage and cultivate philanthropic support from individuals, corporate partners, and foundations. At the same time, we continue to raise both the general operating funds needed to keep the doors open and to continue important services and funds to support the continued growth of the TSC Alliance Endowment Fund.

Reporting to the Vice President of Donor Relations, the Director of Annual Giving and Partnerships directs programs which will enhance and promote the future strategic growth, and advancement of the TSC Alliance and TSC Alliance Endowment Fund. These programs, targeted at individual gifts and grants, will increase awareness, positive image and financial support from the TSC Alliance constituency and the community at large.

## **ORGANIZATIONAL STRUCTURE AND INTERFACES**

- Reports to: Vice President, Donor Relations
- Primary Interfaces (internal): Vice President, Donor Relations, CEO, CFO, CSO, Sr. VP of Strategic Communications, Director of Digital Platforms, Vice President of Community Programs, Development Systems Manager, Development Associate
- Primary Interfaces (external): Community volunteers, major donors, corporate partners, vendors, individuals with TSC and their families/caregivers

## **MAJOR FUNCTIONS**

- Assist in the overall strategic planning and managing of the organization's strategic development initiatives, including annual giving programs and corporate partnerships.
- Lead the planning and implementation of the annual giving program.
- Actively identify, cultivate, solicit and steward individual donors, foundations and corporate partners while establishing and maintaining ongoing professional relationships with gift prospects and benefactors thereby securing financial support for the organization.

- Identify donors with the capacity for increased giving and cultivate increasing levels of commitments within this cohort.
- Work with the donor relations staff to ensure timely acknowledgement of all gifts and pledge commitments.
- Coordinate with the Senior Vice President, Communications Strategy, on annual appeals, as well as a variety of projects including, but not limited to, campaign-related materials, brochures, and other direct marketing collateral, as appropriate.
- Coordinate with community programs staff in a variety of capacities, including volunteer cultivation, appreciation and retention, conferences, sponsorships for major events and Community Alliance meetings.
- Actively identify, cultivate, solicit and steward corporate partnerships that increase the financial fortitude of the organization.

## RESPONSIBILITIES

- Assist in the development of both long and short range strategic/operational plans to strengthen and grow the TSC Alliance strategic development program.
- Direct and implement annual giving plan including direct mail, major donors, grants, federated funding, memorials/honorariums, and coordinate with volunteer leader on TSC Alliance merchandise sales through the TSC Swag Store.
- Foster the growth of the TSC Alliance Endowment Fund by identifying donors who may have an interest in planned giving and coordinating with appropriate staff and/or counsel on planned gift arrangements.
- Engage the CEO, the Vice President, Donor Relations, and members of the TSC Alliance and Endowment boards as appropriate in the cultivation, solicitation, and stewardship of special donors.
- Recruit volunteers to assist in the effective operation of the TSC Alliance's annual giving program and clearly communicate expectations to volunteers.
- Research and manage prospect lists, assist volunteers with relationship building, solicitation planning and follow-up.
- Represent the organization at special events, community alliance meetings, and other public functions.
- Enhance professional growth and competence through study and participation in conferences, workshops and related professional organizations.
- Ensure the timely creation, updating and managing of all records relating to corporate, foundation and individual donors and charitable donations that meet all organizational and regulatory requirements.
- Attend administrative meetings as required.
- Act as a team player and communicate donor relations information within the organization.
- Maintain positive relationships with volunteers, colleagues, board members and other constituents.
- Produce timely reports outlining progress for CEO and Board of Directors.
- Perform other duties as directed.

## 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 experience in fund-raising, including a proven track record achieving fund raising goals, particularly with major donors and corporate partners.
- General understanding of charitable solicitation regulations.
- Excellent written and verbal communication skills, as well as organizational skills.
- Experience in donor prospect research and direct mail campaigns.
- 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.
- Must be comfortable with public speaking.
- Willingness to travel as well as flexibility to work occasional evenings and weekends.