

TSC Alliance
Silver Spring, Maryland

Development Associate

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 care 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 \$8.5 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 Development Associate serves as a member of the development team, supporting fundraising efforts to promote future growth of the organization. Specifically, the Associate directs annual appeals and federated giving; supports donor prospect research and solicitation; assists in supporting the efforts to cultivate the TSC community; and assists with special events as needed.

ORGANIZATIONAL STRUCTURE AND INTERFACES

Reports to: Vice President, Donor Relations

Primary Interfaces (internal): Vice President, Donor Relations, CEO, CFO, Sr. VP of Strategic Communications, Vice President of Community Programs, Development Systems Manager

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

RESPONSIBILITIES

Direct the Membership, Appeals and Honorarium/Memorials program:

- Oversee the membership database, ensuring accurate and complete records are maintained on membership per the bylaws of the organization.
- Develop and implement solicitation strategies, including e-communication, letter production, and acknowledgement tracking for all appeals including research, year-end and membership.
- Develop and implement innovative strategies for increasing honorariums and memorials.
- Perform monthly analysis of effectiveness of the program and suggest opportunities for improvement.

Coordinate federated giving:

- Complete and compile any necessary annual applications and state or local campaign application as needed throughout the year.
- Prepare annual appreciation letter to federated funding participants.

Support Donor Relations Program:

- Conduct prospect research for individuals, foundations, and corporate grants.
- 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 quarterly Endowment newsletter.
- Work within the database to perform regular maintenance to ensure accurate reporting and acknowledgment information.
- Prepare regular development reports, i.e. major donors, monthly membership updates, and other reports upon request.

Other:

- Represent the organization at special events, community alliance meetings and other public functions.
- Perform general office duties including the answering of telephones, typing, filing, word processing, mailing, photocopying and maintaining supplies.
- 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. Provide clerical and administrative support to the Vice President, Donor Relations 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 English, Marketing, Communication, Journalism, or other related field) or equivalent experience.
- Strong interpersonal skills are required.
- Excellent written and verbal communication skills as well as strong organizational skills and the ability to juggle multiple tasks while working under deadlines.
- Proficiency in MS Office (Word, Excel, PowerPoint, etc).
- Prior experience in fund-raising is desired but not required.
- Proficiency in Blackbaud "Raiser's Edge" a plus.
- Assignments may require 5-10% travel.