

The American Parkinson Disease Association (APDA) is currently seeking a Director of Development at the Northwest Chapter to join their growing organization. The Northwest Chapter, based in Seattle, serves five states in the Pacific Northwest and is one of APDA's most well-established chapters. The Chapter provides an array of dynamic, community-based programs and services with a revenue budget of \$1.8M. The Chapter seeks a Director of Development to lead a diverse portfolio of fundraising efforts, achieve sustainable growth and champion cultivation efforts in the region. The position is a full-time, exempt position which requires some evenings and weekends and includes travel locally, statewide, and regionally to cultivate relationships, engage constituents and attend local events and meetings.

The ideal candidate has leadership experience in the non-profit sector, is familiar with the Northwest's geography, culture, and the philanthropic market; has a proven track record in fundraising and donor cultivation; possesses strong relationship-building skills and communications strengths, the ability to multi-task, deliver exceptional customer service; and utilize keen problem solving and judgment skills.

AMERICAN PARKINSON DISEASE ASSOCIATION:

Every day, the American Parkinson Disease Association (APDA) provides the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest. APDA is the largest grassroots network dedicated to fighting Parkinson's disease, a chronic, neurological disorder, and works tirelessly to help the approximately one million people with Parkinson's disease in the United States live life to the fullest. Founded in 1961, American Parkinson Disease Association has raised and invested more than \$282 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of Parkinson's disease and ultimately put an end to this disease.

ABOUT THE ROLE:

The Director of Development (DD) is responsible for leading revenue growth through strategic identification, cultivation, solicitation, and stewardship of corporate and individual prospects. This position will be responsible for cultivating and securing financial contributions from individuals, businesses, and organizations in support of APDA's events, activities, and programs, and by raising public awareness to maximize service delivery and revenue generation potential in the community. The DD supervises the Fundraising Events Manager, staffs board committees, and represents APDA to internal and external stakeholders, donors, prospects, and the public. Willing to ultimately help meet the objectives of American Parkinson Disease Association's mission: *"Every day, we provide the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest."*

You will have the ability to:

- Identify, cultivate, and secure new corporate sponsors while strengthening relationships with current and past sponsors to increase their level of support.
- Spearhead the development and achievement of annual event revenue and expense budgets for all major events and fundraising initiatives, in accordance with annual budget and work plan.
- Develop inspiring and compelling direct mail appeals and online fundraising campaigns.
- Develop solicitation materials, write proposals, and develop presentations.
- Oversee logistics before, day-of, and post-event, ensuring donor and sponsor benefits have been met with the highest level of customer service, and conducting post-event analysis, evaluations, and recommendations.
- Oversee preparation and maintenance of accurate records/data reports to evaluate, manage, and grow events.
- Maintain the integrity of donor and sponsor data in databases and publications.
- Increase awareness by developing and maintaining relationships with local and regional media.
- Oversee submission and follow-up of press releases and feature stories to media, in coordination with chapter and marketing staff, to achieve optimal media exposure.
- Maintain and broaden social networking to benefit fundraising initiatives, events and the organization.
- Manage and grow the Northwest Chapter's grant writing program, including the identification of potential grantors, developing relationships, completing grant applications and conducting follow up.
- Actively participate in staff committees as necessary and appropriate.

- Assist the Executive Director, regional staff and volunteers in other programs, tasks, and events as needed.

QUALIFICATIONS

- Bachelor's Degree required, preferably in business or communications/marketing discipline and/or five years' experience in corporate development or event/fundraising or equivalent combination of education and experience.
- CFRE preferred.
- 5+ years of prior experience in fundraising and development through events, forming new corporate alliances and partnerships, individual and grant support, preferably in a non-profit setting with a field-based organization.
- Proven track record of revenue growth and success adhering to budget and timeline expectations.
- Proven ability to engage staff, volunteers, sponsors, donors, and others and lead them toward achievement of fundraising goals.
- Willingness to travel around the Northwest region and work irregular hours including attending evening or weekend meetings or events as necessary to carry out responsibilities.
- Experience in donor database software and user fluency in fundraising databases, research tools, and web-based platforms such as wealth/foundation search tools, CRM, and online fundraising platforms, such as Raiser's Edge, DonorPerfect, Salesforce, and Qgiv.

RELATED SKILLS & KNOWLEDGE

- Knowledge of philanthropic community.
- Ability to establish performance metrics and indicators to measure success.
- Motivated to meet and exceed fundraising goals.
- Ability to prospect/cold-call new businesses to solicit sponsorships; comfortable with networking.
- Strong computer skills and ability to use existing technology to achieve desired results.
- Skilled in exercising sound judgment.
- Proficient in the latest versions of Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Excellent interpersonal skills and ability to connect and articulate the American Parkinson Disease Association's mission and results.
- Highly developed verbal, written, organization and presentation skills, including proofreading and public speaking.
- Undertake self-development activities to learn new skills.

SALARY & BENEFITS

- Base Salary Range: \$90,000 - \$95,000. Annual salary based on background and experience.
- APDA has an attractive benefits package including: Medical, Dental, Vision, 401k, Life Insurance, Pension, HSA & FSA spending accounts available; Paid time off in addition to standard holidays

APDA is an equal opportunity employer and is committed to workplace diversity.
Candidates from diverse backgrounds are encouraged to apply.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you! **Please forward your cover letter, resume and reference contact information to:** lauren_booth@ajg.com

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