Position Description

Date: September 1, 2023
Position Title: Associate Director, Philanthropic Fundraising
Reports To: Executive Vice President/Chief Operating Officer
Status: Exempt

Position Summary
The Associate Director, Philanthropic Fundraising is responsible for leadership, strategy, planning, and implementation of ASAM's fundraising efforts with individuals, which includes donor and prospect identification, cultivation, solicitation, and stewardship.

Current giving programs at ASAM are annual giving and major gifts from individuals. Last year, the organization raised approximately $40,000 in philanthropic revenue from individuals.

Responsibilities & Duties:
- Launch a major gifts campaign with top 25 donors identified during a recent study, acknowledging the on-going nature of annual fund (Treat Addiction Save Lives) and endowment fund (Ruth Fox).
- Carry out targeted identification, cultivation, solicitation (including “making the ask”), and stewardship activities.
- Collaborate with Marketing to execute fundraising-related marketing and communications for acquisition and recognition of donors, including annual reception for high-contributing donors.
- Serve as liaison and fundraising expert to the Philanthropic Fundraising Task Force, comprised of physician members.
- Provide fundraising education and engagement tools to select board members and staff involved in major and planned giving efforts.
- Supports volunteer and staff leaders’ cultivation and solicitation efforts.
- Reviews, analyzes, and reports on fundraising initiatives/efforts.
- Leads budget development and tracking.
- Ensures proper use and stewardship of donor funds including gift accounting, reporting and gift acceptance policies and procedures.
- Explores and executes innovative programs and technologies to acquire new donors and increase giving levels of current donors.

Required Qualifications:
- At least 5 years of relevant work experience (e.g., nonprofit, development, sales, fundraising), with at least 3 years of experience in securing major gifts and stewarding donors.
- Working knowledge of donor database(s).
- Intermediate to Advanced skill using Word, Excel, Outlook and PowerPoint Microsoft Applications.
- Well-versed in executing various prospect research strategies.
Desired Qualifications:

- Demonstrated success in securing gifts ($1,000 to $100,000) in professional, medical, scientific, or healthcare environment preferred.
- Certified Fundraising Executive credential is highly desired.
- Previous experience working for a medical society or membership association is preferred.
- Bachelor’s Degree desired.
- Advanced knowledge of DonorPerfect.

Skills & Abilities:

- Interpersonal skills: Exceptionally strong interpersonal skills to effectively build relationships with a diverse network of constituents including corporate and individual donors, CEO, board members, staff, and volunteer members.
- Communication skills: Exceptional written and verbal communication, presentation, and astute listening skills including the ability to express ideas with clarity, confidence, and sensitivity.
- Planning and organizing skills: Proven ability determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively.
- Strategic thinking and problem-solving skills: Skill in anticipating future consequences and trends, making decisions congruent with the organization’s strategic direction, mission, and goals, and developing new approaches to solve problems or improve processes.
- Travel: Must be available for occasional travel as needed.

To Apply:

Please submit your resume and cover letter explaining your interest in this position and how your skills match at the link below:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5782515

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal or state law.