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## Director of Development Job Announcement

March 15, 2017

### THE OPPORTUNITY

The National Eczema Association is seeking an experienced Director of Development who will be committed to its mission and support the CEO and the Board to advance this national organization to the next level.

Founded in 1988, the National Eczema Association (NEA) is dedicated to improving the health and quality of life for individuals with eczema through research, support, and education. NEA is a 501(c)3 nonprofit organization governed by a Board of Directors and guided by a Scientific Advisory Committee comprised of top U.S. medical professionals in the field. NEA conducts a variety of programs to achieve its mission, including patient conferences, fundraising walks, Eczema Awareness Month, nationwide support groups, print and online communications, research grant program and a variety of advocacy initiatives. Headquartered in San Rafael, CA, the organization is experiencing unprecedented growth and is poised to usher in a new era of care and advocacy for the eczema community. For more information, please visit [nationaleczema.org](http://nationaleczema.org).

### POSITION SUMMARY

Reporting to the Chief Executive Officer, the primary responsibility of the Director of Development will be to establish and implement the infrastructure needed to grow the organization's individual donor base through the solicitation of major gifts, general donations, grants, special events, and foundation support. The Director of Development will implement the 2017 Development Plan, as well as create a sustainable Development Plan to span the next 3-5 years, including the execution of a 30-year anniversary gala and/or events in 2018. This position is responsible for all individual fundraising and development activities, including cultivation strategy and event management.

The Director of Development will work collaboratively with NEA's executive and administrative teams within the organization.

### RESPONSIBILITIES

- Develop and implement a comprehensive, multi-year Development Plan focused on fund giving and major donors to raise \$1M annually by 2020
- Actively work with executive and support staff to develop and implement a cultivation strategy tied to NEA major donors and events
- Have primary responsibility for development and execution of all fundraising proposals: write and archive all proposals with a long-term relationship-management approach
- Monitor all donor information, provide and present giving analysis to CEO and Board
- Develop and implement a stewardship program aimed at cultivating major donors
- Manage Board of Directors Development Committee
- Monitor and report regularly on the progress of the Development programs

## QUALIFICATIONS

- 5-plus years of demonstrated success in the Development function of a nonprofit organization (national and/or health-organization experience a plus!)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Flexible and adaptable style; a seasoned leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who productively engages with others at varying levels of seniority within and outside NEA
- Bachelor's degree required
- High energy and passion for NEA's mission is essential
- Strong organizational and time management skills with exceptional attention to detail
- Experience with Salesforce a plus

## SALARY AND BENEFITS

- Competitive salary, dependent on experience
- Medical and dental benefits
- Life Insurance
- Employer paid pension plan
- Employee optional 401K plan
- Optional Flexible Spending Plan
- Other standard organization benefits

## APPLICATION INSTRUCTIONS

This Search is being conducted by the Center for Volunteer & Nonprofit Leadership.

### **To be considered as an applicant, please:**

- E-mail PDF of resume and cover letter in confidence to: [cvnlsearch@cvnl.org](mailto:cvnlsearch@cvnl.org).
- Applications without a cover letter will not be considered.
- Include in the Subject: "National Eczema Association Director of Development Search" Please note in your cover letter where you found this posting.

*National Eczema Association is an equal opportunity employer and makes employment decisions on the basis of qualifications. Policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.*

Submission of your application is not an offer of employment or an employment contract.