

Our client, American Parkinson Disease Association is currently seeking a **Director of Development** to join their growing organization. The position is a **hybrid (work from home)** based position, but **must live in the Boston area**, to travel to events and meetings. The ideal candidate is a result driven, development professional with proven experience in achieving fundraising budgets and/or growing event revenues, is familiar with the Boston Chapter's culture and geography with knowledge of the philanthropic environment, has marketing and communications strengths, is detail-oriented and possesses the ability to work on multiple tasks simultaneously, 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 \$226 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.

The organization's 2022-2024 Strategic Plan outlines ambitious targets, including:

1. Expand constituent-centric, evidence-based, and impactful programs, services, and research that improves quality of life throughout the disease continuum.
2. Cultivate partnerships and collaborations to expand and elevate mission delivery to meet Parkinson community needs.
3. Expand reach to under-served, under-studied and under-represented communities to promote health equality and access to care and provide education and support.

THE ROLE:

The Director of Development is responsible for leading revenue growth through strategic identification, cultivation, solicitation, and stewardship of corporate and individual prospects. The Director of Development will be responsible for executing all event-based fundraising programs for the Boston, MA Chapter of the American Parkinson Disease Association (APDA) by developing relationships with 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 Director of Development will play a part in large events delivered in the Northeast Region, which provides professional development opportunities within the organization.

Represent 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, solicit, and steward donors, corporate partners, foundations, and other potential funders/supporters of the organization.
- Retain new donors and sponsors as committed supporters.
- Spearhead develop 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 solicitation materials, write proposals, and develop presentations.
- Lead, plan, and ensure execution of logistics before, day-of, and post-event, including conducting post-event analysis, evaluations, and recommendations.
- Prepare and maintain accurate records/data reports to evaluate and manage event.
- Ensure accuracy of donor and sponsor data in databases and publications.
- Write, submit, and follow-up to ensure placement on press releases and stories to established contacts with local and regional media and in coordination with marketing committee.
- Maintain and broaden social networking to benefit events and the organization.
- Recruit, staff and manage volunteer planning committees with board member liaison.
- Develop and maintain event and volunteer databases, including but not limited to staffing, recruitment, supervision, training, and acknowledgement.
- Secure auction, raffle and in-kind donations of goods and services for events.
- Actively participate in staff committees as necessary and appropriate.

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

YOUR EXPERTISE:

- Bachelor's Degree, 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. Previous experience with a nonprofit fundraising program required. CFRE preferred.
- 5+ years of prior experience, preferably in fundraising, event management, sales, and/or marketing. Previous experience with a nonprofit organization preferred.
- Proven experience in fundraising and development in a non-profit setting through events, forming new corporate alliances and partnerships, individual and grant support preferably with a field-based organization.
- Ability to take initiative and work independently within a fast-paced environment. Self-starter.
- 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 and mission goals.
- Ability to prospect/cold-call new businesses to solicit sponsorships; comfortable with networking.
- Knowledge of philanthropic community in Boston, MA. Willingness to travel locally and work irregular hours including attending evening or weekend meetings or events as necessary to carry out responsibilities.
- Strong computer skills and ability to use existing technology to achieve desired results. Proficient in latest versions of Microsoft Office applications including Word, Excel, Outlook, Publisher, and PowerPoint.
- Experience in donor database software and proficient in social media platforms and user fluency in fundraising databases, research tools, and web-based platforms such as wealth/foundation search tools, CRM, and online fundraising platforms.
- Excellent interpersonal skills and ability to connect and articulate the American Parkinson Disease Association's mission and results.
- Ability to establish performance metrics and indicators to measure success. Motivated to meet and exceed fundraising goals.
- Highly developed verbal, written, organization and presentation skills, including proofreading and public speaking.
- Undertake self-development activities to learn new skills.

Salary and Benefits:

- **Base Salary Range:** \$75,000 - \$85,000. Annual salary based on background and experience.
- Medical, Dental and Vision on the first day of the month after start date
- 401K after three months of service (no company match)
- Life Insurance
- Pension eligible after one year of service and fully vested after five years of service
- HSA & FSA spending accounts available
- Paid time off in addition to standard holidays

Successful candidates are required to be fully vaccinated for Covid-19, absent medical or religious accommodations.

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 resume to kmartone@operationsinc.com**

We're OperationsInc, a Human Resources Outsourcing and Consulting firm. Since 2001, OperationsInc has been supporting a base of over 1,400 clients with their diverse and evolving HR needs.

American Parkinson Disease Association (APDA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, APDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. APDA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of APDA's employees to perform their job duties may result in discipline up to and including discharge. APDA will provide reasonable accommodations for qualified individuals with disabilities.