



**Job Title:** Associate Director of Fundraising and Development

**Reports to:** Executive Director, Development

**Location:** Remote

**About NephCure:** NephCure's mission is to empower people with rare, protein-spilling kidney disease to take charge of their health, while leading the revolution in research, new treatments, and care.

**Position Summary:** NephCure is seeking a dedicated and strategic Associate Director of Fundraising and Development to play a key role in advancing its fundraising efforts. This individual will work closely with and report to the Executive Director of Development to implement fundraising strategies, cultivate donor relationships, and support key development initiatives including enhancing donor engagement, managing grants, and overseeing annual fundraising programs. The ideal candidate will be a strategic thinker with a passion for our mission, a proven track record of successful fundraising in the nonprofit sector, and the ability to cultivate and steward relationships with donors, sponsors, and key stakeholders.

**This position will focus on the following:**

**1. Donor Cultivation and Stewardship:**

- Develop and implement strategies to enhance donor engagement and communications, including personalized stewardship plans, impact reports, and regular updates on the organization's programs and achievements.
- Work closely with the communications team to create compelling fundraising materials, donor newsletters, and online campaigns to increase donor retention and attract new supporters.
- Cultivate relationships with major donors, partners, and corporate sponsors to increase philanthropic support for NephCure's mission.

**2. Major Donor Cultivation:**

- Identify and cultivate relationships with major donors and prospects, including individuals, families, and institutional donors, to secure major gifts and multi-year commitments.
- Develop and implement personalized cultivation plans, including donor meetings, site visits, and engagement opportunities to deepen relationships and increase giving.

**3. Monthly Giving Program and Sustainable Revenue Streams:**

- Oversee and grow the organization's monthly giving program, including acquisition, retention, and stewardship strategies to increase recurring revenue and donor loyalty.
- Collaborate with the development team to diversify revenue streams and create sustainable fundraising initiatives, such as legacy giving, planned giving, and special campaigns.

#### **4. Grants Management:**

- Research and identify grant opportunities from foundations, government agencies, and other funding sources aligned with the organization's mission and programs.
- Prepare grant proposals, letters of request, and reports, ensuring compliance with grant requirements and deadlines.
- Collaborate with program staff to gather data and information needed for grant applications and reports, and track grant deliverables and outcomes.

#### **5. Donor Database Management:**

- Work with Operations to oversee the donor database management system (e.g., Salesforce), ensuring accurate and up-to-date donor records, gift processing, and acknowledgments.
- Develop and maintain standardized procedures for data entry, gift processing, acknowledgments, and reporting to ensure data integrity and compliance with privacy regulations.
- Work with the development team to implement best practices for donor database management and data hygiene to support fundraising goals and strategies.
- Segment donor data for targeted communication and fundraising appeals, and generate reports to analyze donor trends, fundraising progress, giving patterns, and retention rates.

#### **6. Collaboration and Team Support:**

- Work closely with the development team to develop and implement fundraising strategies and campaigns aligned with organizational goals and objectives.
- Provide support for fundraising events, campaigns, and other initiatives as needed, including logistical coordination, donor outreach, and follow-up.
- Serve as a liaison between the fundraising team and other departments within the organization to facilitate cross-functional collaboration and information sharing.

#### **Qualifications:**

- Minimum of 5-7 years of experience in fundraising and development, with demonstrated success in cultivating and stewarding relationships with donors, fundraising campaigns, securing major gifts, and managing grant funding.
- Strong written and verbal communication skills, with the ability to articulate NephCure's mission and impact to diverse audiences.
- Experience with donor database management and fundraising software, proficiency in Salesforce preferred.
- Strategic thinker with the ability to develop and implement fundraising strategies to increase revenue and support organizational goals.

- Highly organized with excellent attention to detail and the ability to manage multiple projects and deadlines.
- Collaborative team player with excellent interpersonal skills and the ability to build relationships with donors, volunteers, and stakeholders.
- Passion for the mission of NephCure Kidney International and a commitment to making a difference in the lives of patients and families affected by rare kidney diseases.
- Bachelor's degree required; advanced degree in nonprofit management, fundraising, or related field preferred.

**Work Environment**

NephCure offers a supportive and entrepreneurial work environment with a competitive salary and potential for promotion. NephCure has a competitive benefits package including health, vision, and dental insurance, Flexible Spending Account, paid holidays, 30 PTO days per year, paid holidays, and 401(k) with 4% company match. NephCure is an EOE.

**Application Process:**

To apply, please submit a resume, cover letter, and three professional references to Jessica at [jmilten@nephcure.org](mailto:jmilten@nephcure.org). Applications will be reviewed on a rolling basis until the position is filled.