



Job: **Lead Annual Giving Officer**

Effective Date: **December 2023**

Salary Range: \$60,000 - \$70,000 annually

The Morgan Adams Foundation is a Denver-based 501(c)(3) organization, the mission of which is to fund critically needed pediatric cancer research. The Foundation focuses on basic science studies, providing the seed funding needed to fuel investigative inquiry into both novel drug development and alternative drug usages. Since our first fundraising initiative in 2001, the Foundation has funded over \$10.0M in pediatric cancer research studies and innovative drug applications – and has had definable impact on bettering the lives of children battling cancer.

Overview

The MAF Development Team encompasses all areas of individual, corporate and foundation giving. The focus of the team is to develop, extend, and steward long term mission-based supporters.

The Lead Annual Gift Officer is a pivotal member of the development team and will focus on strategically expanding the organization's annual giving program with a goal of cultivating, soliciting and stewarding donors who give annually between \$1K - \$4K. Through portfolio management, including one-on-one relationship building and semi-personal communication, the Lead Annual Giving Officer will develop a pipeline of major gift prospects. This position offers the possibility to transition to a Major Gift Officer, should an appropriate portfolio and activity be accomplished.

Duties/Responsibilities

Education and Outreach Events

- Work with the Executive Director to populate small-scale events to educate the general public and small donor constituencies about the specific mission of MAF, the impact of current research and the need for developing pediatric-specific cancer treatments. To include, but not limited to:
 - What's Up Doc
 - The Lunch Lecture series
 - Private Physician Reporting Dinners
 - Patron Parties

Development

- Plan and execute steps for identification, cultivation and stewardship for lead annual donors giving restricted and unrestricted gifts
- Secure new, renewed, or increased funding from individuals through online giving, direct mail and digital campaigns, special events, and direct proposals
- Liaise with Special Events, Corporate Sponsorships, and Communications Managers, to design and manage a comprehensive direct mail program and digital giving strategies and analyze direct mail/digital solicitation program results data to refine and increase ROI. Participate in annual giving strategies offering a more personalized communication approach to lead annual donors.
- Communicate “feel good” stories related to MAF funded research to prospects and donors through donor related events, personal relationship building and marketing communications
- Qualify prospects for major gift capacity and steward growth as appropriate
- Ensure timely and personalized acknowledgement of donations
- Build and maintain positive relationships with individual donors, volunteers, and community supporters

Donor Database Management:

- Maintain accurate and up-to-date donor records in Salesforce, including global changes and one-on-one interactions
- Generate regular reports to analyze donor giving patterns and inform future strategies
- Implement stewardship plans to recognize and appreciate donors, keeping them informed about the impact of their contributions

Exempt X

Non-exempt ☐

Shift: F/T

Experience Required/Preferred

- A minimum of three to five years experience in development, preferred experience in frontline fundraising
- Solid understanding of philanthropy and the nonprofit industry
- Meaningful experience with donor stewardship and cultivation, donor solicitation, donor moves management and fulfillment of donor stewardship programs
- Knowledge of fundraising profession's best practices and ethics, DEI standards, and understanding of avenues to philanthropic opportunities
- Strategic thinker, highly organized, demonstrated hands on experience with proven ability to multitask, handle pressure and meet deadlines
- Proven track record of achieving revenue targets
- Strong partnership building skills. Curious about others and devoted to building relationships and connecting partners to the mission
- Ability to track revenue against budgets and prepare fundraising reports
- Computer literacy and experience with fundraising databases
- Interest, enthusiasm and affinity for fundraising and working with people in philanthropy
- Ability to work independently and with others
- Excellent interpersonal, written and verbal communication skills
- Strong skills in diplomacy, maintaining confidentiality, customer service and professionalism
- A deep commitment to ensuring the organization thrives, grows and that we are represented appropriately as an efficient, effective organization.
- And a deep commitment to Morgan Adams Foundation mission, derived from a passion to be part of making a difference for children, teens and young adults with cancer.

To Apply

Interested candidates should submit a resume, a letter of interest, and three professional references to work@morganadamsfoundation.org.

Please include "**Lead Annual Gift Officer Application**" in the subject line. Applications will be accepted until position is filled.

The Morgan Adams Foundation is an equal opportunity employer and encourages candidates from all backgrounds to apply.