



ECD Global Alliance

Part-Time Development Director Position

Erdheim-Chester Disease (ECD) is an extremely rare disease about which little is known. A progressive, life-threatening disease it typically strikes in middle age, but can affect all ages. The mission of the ECD Global Alliance is to:

- Provide support to ECD patients and their loved ones
- Raise awareness of ECD
- Promote research that will help those affected by ECD
- Share educational material regarding ECD

Support is provided to all patients and their loved ones, regardless of location or nationality. An all-volunteer group of passionate people affected by ECD formed the ECD Global Alliance in 2009. (See www.erdheim-chester.org for more information.)

The ECD Global Alliance is now positioned to hire a visionary Development Director. This person will be responsible to raise funds to support organizational operations and ECD research in the quest to find more targeted and rational treatment options, with a cure as the ultimate goal. This is a fantastic opportunity to make a real difference in the lives of patients and to fight a disease that historically has been virtually ignored. We are a nimble and grass roots organization that is prepared to be innovative. The successful candidate will have opportunities to help shape the foundation and direction of the organization. We hope you will feel called to join us in making a difference.

Qualifications

The ideal candidate will have a successful track record in implementing strategies and raising funds for an entrepreneurial nonprofit. S/he will be a creative thinker with strong interpersonal skills, and an ability to inspire and communicate effectively with individual, family, foundation and corporate funders, and board members. S/he will be an energetic and resourceful self-starter who is able to work independently. The successful candidate will be empathetic and organized. A Bachelor's or higher degree and a minimum of 5 years of progressively responsible fundraising experience are desired.

Responsibilities

The Director of Development will be responsible to secure funding for all programs through grant applications, donor solicitation and fundraising activities. Specific responsibilities will include:

- Work with the Board to create a strategic fundraising plan that will maximize opportunities.
- Work with the Board to maintain and build strong, positive relationships with existing and prospective individual, corporate, and foundation funding sources.
- Design and implement strategies to expand annual giving through personal solicitations, direct mail, and web communications.
- Conduct select personal solicitations for annual giving and major gifts.
- Establish and monitor annual calendar for fundraising activities.
- Plan and manage a major organizational fund-raising event.
- Encourage and support community fund-raising events.
- Identify and submit grant proposals for corporate funding.
- Research and identify new funding opportunities.
- Solicit and work with volunteers to maximize efforts.
- Maintain a donor database.

Location

This is a 'virtual' position. The successful candidate will work from their location, using electronic media. The candidate will be expected to maintain a high-speed internet connection at their work location.

Work Schedule

An average of 20 hours per week will be expected. Work hours will be flexible to meet the needs of the organization and the successful candidate.

Salary Range

Salary offered will be dependent on level of experience, up to approximately \$30,000.

Application

Please send resume and cover letter to Kathy Brewer, President, ECD Global Alliance, support@erdheim-chester.org by August 31, 2011. No calls please.