



## **Associate Director, Principal Giving**

The National Psoriasis Foundation (NPF) is a dynamic and growing non-profit organization dedicated to research, advocacy, and patient and medical education as we work toward a cure for psoriasis and psoriatic arthritis and support those impacted by psoriatic disease.

Headquartered in Portland, OR, NPF is seeking a dynamic and experienced individual as our Associate Director, Principal Giving.

The Associate Director, Principal Giving will work independently and as part of the development team to develop and implement cultivation, solicitation, and stewardship plans for individual prospects capable of making annual major gifts through regular cultivation meetings, in-person solicitations, and stewardship activities. Additionally, this individual will work with the Director of Principal Giving to create and implement an effective discovery process, leading to the qualification of 125-150 prospects annually.

**This position can be based remotely, candidate is to reside near a major metropolitan airport to facilitate national travel.**

### **Responsibilities include:**

- Identify, qualify, cultivate, solicit and steward major and planned gift prospects in support of NPF by matching and advancing fundraising priorities with prospective donors' interests.
- Work collaboratively with the Director of Principal Giving focusing on cultivating and soliciting gifts of \$25,000 or greater from individuals with the capacity and propensity of giving.
- Develop a major gift portfolio such that an agreed upon total of major gifts solicitations are successfully cultivated and closed annually.
- Meet explicit performance objectives including face-to-face meetings (currently virtual meetings) to your entire portfolio each year.
- Secure one-on-one donor meetings and solicitations to establish or strengthen donor relationships for long term support.
- Maintain donor information through Raiser's Edge, with the assistance of development staff, accurate records of anticipated actions, completed actions, results of constituent contacts, and recommendations or plans for follow-up work.
- Assist as needed with donor cultivation events and activities.



**Requirements Include:**

- Bachelor's degree in marketing, communications, non-profit management, business administration or a related field
- Three+ years of experience with face-to-face donor solicitation or other fundraising or sales/marketing experience with an emphasis on relationship building.
- Strong fundraising skills with a track record of cultivating and closing four-figure gifts from individuals, preferably in a healthcare or disease-specific area.
- Experience with family foundations is desirable.
- Exceptional communication skills (written and verbal), and interpersonal skills.
- Solid presentation skills and ability to speak in front of various audiences while representing NPF.
- Proficiency in using computers and database programs. Prefer experience with Raiser's Edge and fundraising software
- Ability to travel up to 60% of the time

Please forward a cover letter with salary requirement and your resume to: Human Resources, National Psoriasis Foundation, Link: <https://www.psoriasis.org/careers/> , 6600 SW 92nd Ave, Ste 300 Portland, OR 97223, E-mail [hr@psoriasis.org](mailto:hr@psoriasis.org).