



## Associate Director, Corporate and Foundation Relations

### Organization Overview

The Scleroderma Foundation is a national 501(c)(3) nonprofit organization serving the needs and interests of those living with scleroderma (also known as systemic sclerosis). It has a three-fold mission to provide peer support, advance education and awareness of the disease among multiple stakeholders and the public, and fund research to find the cause, better therapies, and a cure. The Scleroderma Foundation is headquartered in Danvers, Massachusetts (metro Boston area) and has a national network of 19 chapters and 160 support groups.

The Scleroderma Foundation is committed to fostering a diverse workplace. Our commitment to inclusion across race, gender, age, religion, identity, and experience helps us advance our mission.

### Position Summary

A newly created position, the Associate Director, Corporate and Foundation Relations will manage and proactively grow corporate and foundation frontline fundraising for The Scleroderma Foundation to achieve its priorities. This person will report to the Director of Development and Major Gifts and will work closely and collaboratively with the events, research and program team to engage and create strategic philanthropic partnerships for the Foundation. As the strategist for corporate sponsorships and granting agencies s/he will play a critical role in identification, cultivation, solicitation, and stewardship. In addition, the incumbent will ensure best practices regarding both revenue streams – corporate sponsorships and grants – will align within the larger development framework.

### Primary Responsibilities

Under guidance and supervision of the Director of Development & Major Gifts, the Associate Director, Corporate and Foundation Relations will be responsible for the following.

#### Corporate Sponsorships

- Support and implement the overall strategy for growth of sponsorship revenue for the annual operating budget.
- Develop annual benefits packages for corporate sponsors.
- Develop multi-media collateral for solicitation of corporate sponsorships.
- Prepare senior leaders for corporate sponsorships meetings and presentations.
- Develop and reports for corporate sponsorships.
- Manage and ensure stewardship requirements are delivered at both the national office and local chapters.
- Research and strategize relationship development with prospects for corporate sponsorships.

#### Grants – Public and Private

- Manage a portfolio of foundations, corporate foundation, family foundation and trusts.
- Proactively initiate and execute the identification, cultivation, and solicitation for public and private granting agencies (corporate, foundations, trusts, federal, etc.)
- Actively manage the donor cycle for all granting agencies including production and submission of letter of intents, proposals, and reports.
- Strategically research new opportunities and develop strategies for solicitation.
- Partner with the finance team ensuring compliance and financial reporting for the revenue stream.
- Support in identifying board of director connections with potential granting agencies.
- Meet annual metrics and goals for the revenue stream.

#### Other

- Revenue projecting for both revenue lines.
- Manage schedules for both revenue lines.
- Actively participate as a member of the Development Team.
- Participate in staff meetings, training and other activities as directed.
- Support the Director of Development and Major Gifts with other fundraising initiatives as assigned.

#### Candidate Profile

1. Bachelor's degree and a minimum of 6 years of relevant corporate sponsorship and grant experience including portfolio management, relationship development and stewardship and all aspects of grant funding cycle.
2. Proven ability and desire to manage and grow a corporate sponsorship and grant fundraising.
3. Strong ability to interact with stakeholders in a manner that promotes affinity and positive relations for the Foundation.
4. Excellent computer skills.
5. Strong written and verbal communications skills with the ability to write concise, logical, grammatically correct proposals to solicit gifts and acknowledgements to maintain donor relationships. Experienced in editing.
6. Knowledge and experience in fiscal management.
7. Knowledge and experience in federal funding.
8. Experience with pharmaceutical companies.
9. Knowledge of IRS compliance on corporate sponsorships.
10. Ability to work independently and take initiative for project-based work.
11. Adept at problem solving and "big picture" thinking.
12. Work well collaboratively with colleagues across the company.
13. Adept and desire to stay abreast on current trends.
14. Willingness to travel occasionally both regionally and nationally for the purposes of participating at Foundation functions.
15. Strong proficiency in Microsoft Word, Excel, PowerPoint, and relationship databases, with preferred experience in Blackbaud-related database environments.