



Job Description

Position Title: Vice President of Institutional Advancement

Position Overview: The Immune Deficiency Foundation (IDF), founded in 1980, is the national nonprofit patient organization dedicated to improving the diagnosis, treatment and quality of life of persons with primary immunodeficiency diseases (PI) through advocacy, education and research.

The Vice President of Institutional Advancement is an adjusted version of a position that was left vacant when IDF's now-President was promoted to his current role.

The Vice President of Institutional Advancement is responsible for all of IDF's fundraising efforts pertaining to individuals and family foundations. This position leads a team that focuses on annual giving, the IDF Walk for Primary Immunodeficiency, and stewardship efforts of individual donors. This position is also IDF's lead for planned giving and all non-corporate major gifts.

The Vice President of Institutional Advancement will work with the President and other members of the IDF leadership team to take on select aspects of relationship management with existing and emerging corporate supporters.

Reports To: President & CEO

Position(s) Supervised: Three positions

FLSA Classification: Exempt

DUTIES AND RESPONSIBILITIES:

- Assess needs pertaining to IDF's individual and family foundation fundraising efforts, and then develop, implement, and update a strategic plan for those efforts
- Identify, cultivate, and solicit major gift prospects
- Expand IDF's planned giving program
- Oversee efforts to identify, cultivate, solicit, and steward annual giving donors
- Oversee strategy and implementation of IDF Walk for PI
- Support the President with corporate relationships
- Work collaboratively with the Communications department to create development materials and web content
- Staff selected IDF events and meet with development prospects and corporate supporters nationwide
- Other duties as assigned

DESIRED SKILLS AND CHARACTERISTICS

- Outgoing and can communicate warmly and effectively with constituents in-person as well as by e-mail and phone
- Motivated by reaching revenue goals
- Detail oriented
- Can manage multiple projects simultaneously, with strict deadlines
- Able to work both independently, and in a team environment
- Positive, enthusiastic attitude
- Able to exercise judgment to sensitive and confidential information in a discrete and professional manner, and can represent IDF tactfully and diplomatically
- Familiarity in using constituent relationship management (CRM) databases
- Proficient with Word, Excel and PowerPoint
- Able to work occasional evenings and weekends, and to travel to offsite IDF events

EDUCATION / EXPERIENCE

- Bachelor's degree required
- At least 15 years of fundraising experience
 - Must include major gift (\$25,000 and above), planned giving, and annual fund experience
 - Must include fundraising event experience
- Demonstrated success of ability to develop, plan and execute fundraising initiatives

PHYSICAL DEMANDS AND WORK ATMOSPHERE

Is able to travel by automobile, train, and airline without assistance

Is able to interact with groups of people in healthcare facilities, in small group settings, and at large events.

While performing the duties of this job, the employee is required to walk; climb stairs, and sit for long periods of time; use hands & fingers for writing and typing; possible lifting of supplies and materials up to and including 20 pounds multiple times. Specific vision abilities required by the job include close vision for reviewing documents on the computer or hardcopy.

To apply please send a cover letter and resume to hr@primaryimmune.org