

**Position:**

Development and Event Director

Organization Name:

[Aplastic Anemia and MDS International Foundation](#) (AAMDSIF)

Job Description:

The Aplastic Anemia and MDS International Foundation is the world's leading nonprofit health organization dedicated to supporting patients and families living with aplastic anemia, myelodysplastic syndrome (MDS), paroxysmal nocturnal hemoglobinuria (PNH), and related bone marrow failure diseases. The Foundation provides answers, support, and hope to thousands of patients and their families around the world.

We are currently seeking an energetic, highly motivated, detail oriented a super star with development and events experience to support stewardship goals and communications with donors, patients, families and foundations who are critical to the success of our organization. If you love organizing, creating, building relationships, and keeping things on track this is the role for you!

There is no typical day at AAMDSIF, depending upon the time of year and the events our dedicated volunteers have on the schedule, will determine your priorities of your time. Overall, you will be working with a team; primarily the Senior Director of Development who will be focusing her work on Corporate Giving and Major Gifts and our Development Associate who makes sure our data entry and generous donors are thanked in a timely manner. Your focus will be on guiding our volunteers to lead successful walks and events while cultivating new relationships brought in through these events. You will get to know our amazing patients and their families and help them to express their gratitude for the answers, support, and hope AAMDSIF has given them throughout their journey.

MAJOR RESPONSIBILITIES:

- Develop and implement direct mail and email campaigns
- Lead the foundation in planned giving and monthly giving campaigns
- Assist in prospect identification
- Develop sponsorship proposals and support materials for events
- Manage events, volunteers and provide marketing and other support (as needed). Responsibility for 6 walks and develop other patient engagement opportunities to increase philanthropic support
- Responsible for accurate budgeting and reporting
- Work with staff to create annual report

Qualifications:

- Bachelor's degree required, or the equivalent in work experience
- 5+ years of professional development experience, events and/or volunteer management
- Proven track record of raising funds, including gifts from individuals, foundations, and events
- Outstanding verbal and written communication skills
- Computer proficiency in programs such as Microsoft Office, CRM systems, foundation grant practices

Salary is commensurate with experience and includes a comprehensive benefit package including health insurance and 403b plan.

How to Apply:

Please submit your Resume and Cover Letter to: routers@aamds.org by May 7, 2021