



## Cholangiocarcinoma Foundation®

### Director of Individual Giving

**Location:** Virtual

**Category:** Full-time, salaried

**FLSA Status:** Exempt

**Reports to:** Chief Development Officer

#### Position Overview

The Cholangiocarcinoma Foundation has an exciting new opportunity for a Director of Individual Giving. The Director of Individual Giving is responsible for the discovery, qualification, cultivation, solicitation, and stewardship of individuals capable of making a gift of five and six-figure gifts. The Director of Individual Giving works closely with the Chief Development Officer and development team to create individual fundraising strategies for a portfolio of up to 150 donors and prospective donors with a goal of individually raising over \$3 million annually (subject to annual increase).

#### About Cholangiocarcinoma Foundation

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006 in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become a leading global resource in patient support, education, advocacy, and funding basic, clinical, and translational research. The organization's core values are patients first, collaboration, innovation, and urgency. The organization is virtual, with team members in several states.

#### Primary Responsibilities

The essential duties and responsibilities of this position include, but are not limited to, the following areas:

- Serve as the relationship manager for a portfolio of prospects and donor relationships. Develop cultivation and solicitation plans that involve building relationships with prospects through personal interactions (virtual and in-person).
- Create individual cultivation plans and goals for each person on his/her portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Develop strategies designed to cultivate and solicit donors with a strategic and systematic focus on closing five and six-figure commitments.
- Manage Annual Giving Manager.
- Record and move actions in the donor database and provide reports and updates to leadership.
- Collaborate with the Board and other supporters to develop relationships with individuals, support the mission, and build a pipeline of donors for CCF.
- Coordinate efforts within the organization to assure effective donor stewardship and

**Cholangiocarcinoma Foundation**

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[www.cholangiocarcinoma.org](http://www.cholangiocarcinoma.org)

generate multi-year giving at various fundraising levels.

- Collaborate with program staff and leadership volunteers to build and demonstrate a compelling case for support for donors.
- Travel within the United States to conferences and donor meetings is required (10-20%).
- Mandatory in-person Annual Conference and yearly staff retreat attendance.

### **Skills and Qualifications**

- A minimum of a bachelor's degree combined with 5 + years of experience in development and a minimum of one year in major gift fundraising is required.
- A healthcare fundraising background is preferred but not required.
- Self-starter with an entrepreneurial spirit and proven ability to establish and maintain relationships with major gift prospects.
- People management experience.
- Passion for raising funds for healthcare and research.
- Ability to work with high-level clinicians and medical researchers.
- Proven achievements with major gift closure, donor relations, and stewardship.
- Highly collaborative and comfortable either taking the lead or prepping executive staff and peers.
- Comfortable with donor management tools - Raiser's Edge experience preferred but not required.
- Compelling and engaging interpersonal, written, and verbal communication skills.
- Flexibility in dealing with a wide variety of people combined with processing complex information and accurately sharing it with colleagues and laypeople.
- A high degree of professionalism in dealing with diverse groups of people, including Board members, senior-level executives, medical and scientific executives, staff, community leaders, donors, and funded partners.
- Ability to work virtually - this is a full-time, work-from-home position. Experience working in a virtual environment is preferred.
- Successful completion of a background check.

### **Compensation**

Salary Range: \$95,000-\$100,000 - commensurate with experience

Benefits: Health, Life, Disability Insurance, PTO, and 401(k)

### **Location**

The Foundation is a virtual organization. Candidates be authorized to work in the United States. The the selected candidate will be required to travel as needed.

**To apply, send your resume, cover letter (INCLUDE POSITION NAME), and salary requirements to [HR@cholangiocarcinoma.org](mailto:HR@cholangiocarcinoma.org). All applicants MUST submit a cover letter, resume, and salary requirements to be considered.**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. Nothing in this job description alters an employee's at-will status and is meant only as a guide, not a contract of employment.*

*The Cholangiocarcinoma Foundation's policy provides equal opportunities without regard to race, color, religion, age, gender, sex, national origin, disability, veteran status, or any other characteristic protected by law.*