



DIRECTOR OF ADVANCEMENT

About Life Science Cares

No sector consistently exemplifies economic growth in our region more than the life science industry. Life Science Cares was founded five years ago to leverage the extraordinary talent and passion of the people and companies who seek a platform to make a transformative difference. While industry leaders can create lifesaving drugs and technologies, they realize that if patients who receive them are living in poverty, they will not have their most-effective impact. As such, Life Science Cares inspires the generosity of companies and their employees to pool their financial resources to make game-changing investments in best practice organizations working hard every day to fight poverty in our communities.

It is this spirit of community and concern about the greater good that inspired leaders from across the life science industry to join together to form Life Science Cares. This leadership recognizes that all of their efforts are connected—helping and supporting our neighbors, many of whom are struggling to make ends meet, is inherently connected with the success of both businesses and individuals.

Life Science Cares is this collective effort, connecting the life science industry’s human and financial resources to support community-based nonprofit organizations in Greater Boston working in three areas: access to basic needs, access to education and access to opportunity. We have experienced steady growth since our founding in 2016, supported by corporate and individual donors through direct appeal, major gift solicitation, corporate partnership, and event involvement. This has allowed us to increase our grantmaking and investment in programs in line with our mission. For more information about Life Science Cares, please see www.lifesciencecares.org.

About the Role

If you’re interested in leading the Development program for a fast-growing nonprofit organization harnessing the life science industry’s resources to fight poverty, this is the opportunity for you. Life Science Cares Boston is hiring a Director of Advancement in order to build on the roadmap for growth and capitalize on the organization’s community investment goals. The Director of Advancement reports to the Executive Director, works closely with the Board of Directors, and is a member of the organization’s senior management team.

We're looking for someone who's dynamic and entrepreneurial who will create and execute a comprehensive fundraising program, develop strategies and plans for a portfolio of donors and prospects, and support the Executive Director and Board of Directors to cultivate, solicit and steward donors. The ideal candidate is strategic and able to operationalize multi-faceted plans and drive outcomes, committed to consistently learning and growing, and is big-picture oriented while also being obsessive about the details. A proven track record successfully building relationships with high-net-worth individuals and soliciting major gifts is essential.

If Life Science Cares' mission speaks to you, if you're ready to lead a small development team with the potential to grow, if you've previously designed and led creative fundraising initiatives, and if you've demonstrated an ability to effectively steward your current donor base while simultaneously attracting new, first-time philanthropic investors, you're encouraged to apply. Please learn more by reading the Director of Advancement's role and responsibilities below.

Core Responsibilities:

1. Raise the philanthropic resources necessary to support and grow Life Science Cares' community investments and initiatives

- a. Directly manage a portfolio of prospects and donors who have the potential to provide significant charitable gifts to the organization. Cultivate, solicit and close annual, major gift and multi-year contributions.
- b. Achieve all annual and multi-year revenue goals, growing philanthropic support from \$3.75M to \$6M or more over the next five years.
- c. Identify new funding prospects to support the organization.
- d. Effectively implement, steward and grow Life Science Cares' Leadership and Major Gifts Program to increase annual and multi-year support from the current and potential four, five, six and seven figure donors. Develop and implement a planned and deferred giving program.
- e. Develop and lead the organization's grant strategy, maintaining regular correspondence with program officers and trustees of corporate, foundation and family foundations to ensure strong long-term relationships.
- f. Serve as a passionate proponent of the organization and its mission.
- g. Appropriately represent the organization, its board and staff leadership to donors and prospects.

2. Implement a comprehensive fundraising program.

- a. Implement fundraising strategies and programs, including a special emphasis on Major and Leadership giving and corporate partnerships that increase the organization's support from individuals, corporations, foundations and other sources.
- b. Provide leadership, strategic direction, management and coordination for all aspects of the program's development efforts.
- c. Prepare the annual fundraising plan in collaboration with the Executive Director for presentation to the Development Committee; provide detailed reports about the fundraising progress on a regular basis, including but not limited to all Board meetings.

- d. Engage, leverage and support the Development Committee's efforts to provide strategic guidance and outreach assistance to introduce, engage and solicit potential donors.
- e. Oversee donor stewardship and recognition programs, as well as all annual giving programs.
- f. Working with the Head of Programs and program team, continue to build employee engagement programs to steward relationships with individual and corporate donors.
- g. Develop event strategy and oversee established annual fundraising events including smaller convenings to inspire interest and support.
- h. Ensure that appropriate systems and procedures are in place to support the program's future fundraising goals.
- i. Ensure accurate maintenance and security of records and donor information in the database.

3. Work collaboratively with volunteer and staff leadership to enhance their fundraising skills and to support their revenue generating efforts.

- a. Partner with and leverage the talents of the Executive Director to deploy her time and attention to focus on the greatest revenue generating opportunities. Coordinate fundraising efforts of Executive Director, the Development Committee and Life Science Cares' Board, and key Program staff colleagues.
- b. Work effectively with the Life Science Cares' Board and other key volunteers (i.e. Council of Champions, event committees), leveraging their talents, resources and ideas to identify new prospects, secure introductions, and engage and solicit prospects and donors. Enhance volunteer leaders' ability to identify fundraising opportunities and encourage their ongoing participation as donors and solicitors.
- c. Recruit, lead, evaluate, mentor, inspire and retain staff and volunteers with fundraising and marketing responsibilities to empower performance excellence in their roles. Work with leadership to hire, onboard and manage a Development Assistant. Expand staff resources further as philanthropic growth allows.
- d. Build strong relationships with Program staff and understand Life Science Cares' community investment priorities and impact objectives; work collaboratively with program staff to integrate innovative development strategies to steward relationships and attract funding.
- e. Oversee the organization's donor communications & marketing.
- f. In addition to LSC's Board of Directors, recruit and motivate other community and business volunteers to help LSC attract philanthropic revenue from individuals and corporations.
- g. Lead staff and volunteers to institutionalize philanthropy and fund development within the organization. Foster a culture of philanthropy within the organization. Assure that the organization's culture, systems and procedures support fund development and vice versa.

4. Serve as a member of Life Science Cares' senior leadership team to advance the organization's goals.

- a. First and foremost, maintain focus on achievement of the organization-wide goals, build and implement the comprehensive fundraising program to support achievement of the goals set forth in Life Science Care's annual and long-term strategic plan.
- b. The Director of Advancement is responsible for developing a communications strategy to promote the organization's goals.
- c. Provide counsel and guidance to the Executive Director and members of the senior leadership staff team in order to incorporate the development, communications, and marketing perspectives.
- d. Lead and engage senior management team in developing effective messages for donor audiences.
- e. Ensure that philanthropy and fund development are carried out in accordance with the organization's mission, vision and values.
- f. Help establish performance measures, monitor results and help the Executive Director, Development Committee and board evaluate the effectiveness of the organization's fund development program. Monitor all donor information; provide and present statistical analysis to Board and senior leaders as needed.
- g. Build the skills, knowledge, and abilities of the entire LSC team in areas including annual giving, major and leadership gifts, donor relations, corporate and community partnerships, grants, communications, and stewardship.
- h. Incorporate and adhere to all Diversity, Equity and Inclusion learning, practices and commitments.

Qualifications

- Bachelor's degree required; Master's preferred.
- 5+ years of professional experience in a nonprofit organization; demonstrated success in a development function (creating and managing relationships with multiple donor sources).
- Demonstrable track record of personally identifying, cultivating, soliciting, and closing individual donors, corporations and foundations.
- A record of measurable results in organizing and implementing such activities as: major gifts, corporate partnerships, annual funds, foundation giving, planned giving, direct response and special events.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, corporate executives and employees, and civic leaders; experience recruiting and organizing volunteers.
- Experience with advanced fundraising systems and relationship management software.
- Demonstrated experience in managing budgets and people through a lens of Diversity, Equity, Inclusion, and Justice.
- A solid understanding of nonprofit/for-profit fiscal management, principles and best practices.
- The ability to communicate the organization's mission and interests to a broad audience.
- An effective communicator with highly developed skills in writing and speaking, crafting proposals, donor correspondence and other kinds of materials.

- The ability to give and receive feedback ; able to work independently and as a team player.
- High energy and passion for Life Science Care's mission with a passion for philanthropy and nonprofit work.
- A leader who is creative and resilient, who can positively impact both strategic and tactical fundraising initiatives while being flexible and adaptable.
- Creative, resilient and strategic in approach.
- Strong organizational and time management skills with exceptional attention to detail; able to multitask and work well under pressure to meet all deadlines.

Life Science Cares is an equal opportunity employer that supports and celebrates diversity. As such, we are committed to creating an inclusive environment for all employees, partners, and stakeholders. We believe our workplace and communities thrive when we actively promote Diversity, Equity, Inclusion, and Justice in all we do.

The Director of Advancement will need to be readily accessible to donors and other stakeholders primarily based in Greater Boston. Life Science Cares has offices in Cambridge and the Director of Advancement will be expected to be present for team meetings. Valid Driver's License and access to a car preferred.

Compensation and Benefits

Compensation commensurate with experience. A comprehensive benefits package, including medical, dental and 401(k) with employer match. Generous paid time off and flexible work schedules.

Application Process

Interested candidates should send resume, cover letter and compensation requirements to: Chuck Gordon, President and CEO, New Kensington Group, at chuckgordon1979@gmail.com.