



## **JOB DESCRIPTION – Associate Director, Development and Prospect Management**

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At the Elton John AIDS Foundation (EJAF), we believe that AIDS can be beaten. Since 1992, we've raised over \$600M to support more than 3,000 programs – combating stigma, preventing infections, providing treatment and services, and motivating governments to end AIDS. As a leading worldwide organization, we work alongside local, national, and international partners, government officials, and advocates to promote a global response that leaves no one behind.

The Foundation currently works across four continents, supported by staff operating out of offices in London and New York. We are currently executing an ambitious five-year plan (2020-2025) to further our vision and expand our staff and resources. The Associate Director, Development and Prospect Management is key to the success of this plan, providing critical support for the day-to-day functions of the Foundation. It is essential that our team is made up of individuals who share our passion for the important life-changing work that we do.

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The role is hybrid but based in the Manhattan, New York office with the expectation to be in the office 2-3 days weekly or as needed.

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### **Job Overview/Summary**

The Elton John AIDS Foundation (EJAF) requires a dynamic prospect management and data reporting expert to support development practices, including: 1) maintaining records for moves management donor touchpoints, 2) developing donor communications and materials, 3) drafting and submitting grant proposals 4) analyzing Raiser's Edge data to build frontline fundraiser portfolios, and 5) providing donor management support to the Philanthropy Officer and the Director of Development as needed. The Associate Director, Development and Prospect Management will work closely with the Development Team to leverage data and reporting to effectively engage donors and funders. This role will also help to support *The Rocket Fund*, the Foundation's transformative campaign to raise \$125M through 2025.

The Associate Director, Development and Prospect Management, who reports to the Director of Development, will put the Foundation's mission and fundraising goals at the center of all responsibilities. This includes supporting the development of fundraising collateral (emails, letters, etc.) to ensure high quality.

## **Experience and Qualifications**

This role represents EJAF professionally when communicating with all donors, partners, and the Foundation's constituency. The ideal candidate will be proactive, positive, personable, a team player, confident, and highly professional. This position requires a high level of discretion and the ability to maintain confidentiality at all times.

## **RESPONSIBILITIES**

### **I. MOVES MANAGEMENT AND ANALYTICS**

- Execute moves management processes to accurately capture progress of donor engagement;
- Oversee major donor record-keeping and pledge processing in Raiser's Edge NXT;
- Generate and analyze data and reports to identify priority donors/funders to engage in The Rocket Fund campaign and to inform department's prospect management strategy;
- Oversee assignment of top campaign donors and prospects into frontline fundraiser's portfolios within Raiser's Edge NXT;
- Actively contribute to team data management strategy and creation of SOPs;
- Maintain comprehensive and detailed records in Raiser's Edge NXT;
- Draft donor/funder correspondence on behalf of the Chief Philanthropy Officer and other frontline portfolio managers;
- Develop and manage donor reporting metrics to inform quarterly and annual strategies for donor and prospect relationship management; and
- Participate in prospect strategy meetings and support the development of donor engagement strategy.

### **II. PROSPECT RESEARCH**

- Conduct prospect research, including for fundraising events and campaign pipeline development;
- Stay informed on industry trends and best practices around prospect management, data tracking, and campaign execution, and share with the Development Department; and
- Utilize prospecting tools and wealth screening software to generate donor research and donor profiles.

### **III. GRANTS SUPPORT**

- Manage the organization's Grants Tracker and generate grant proposal drafts for foundation and corporate funding;
- Submit Grants in collaboration with the Philanthropy Officer; and
- Oversee grant and funding reporting requirements (eg. budgets) and development of materials for individual, foundation, and corporate funds received.

### **IV. ADDITIONAL RESPONSIBILITIES**

- Collaborate with colleagues in the Communications and Grants Departments to generate compelling content for use by the Development Department;

- Support the Audit process and documentation in collaboration with the Finance team; and
- Perform other related duties and participate in fundraising events as assigned by the Philanthropy Officer and Director of Development.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree, or equivalent related work experience;
- 5-7+ years of increasing responsibility and goal-achievement in non-profit fundraising departments;
- Experience facilitating moves management practices;
- Experience conducting prospect and donor research utilizing screening tools, proficiency with Wealth Engine preferred;
- Experience working on a capital campaign and/or planned giving, a plus;
- Understanding of gift agreements and legal contracts related to monetary gifts and pledges;
- Exceptional written and spoken communication skills;
- Excellent organizational skills and keen attention to detail;
- Ability to work effectively on multiple projects and meet deadlines;
- Ability to work collaboratively across teams and be hands-on with the performance of a variety of assigned tasks;
- Flexibility to adapt to changing priorities and new responsibilities within a growing program, and willingness to handle projects outside of standard responsibilities;
- Adherence to the highest ethical standards with the ability to act with discretion and diplomacy;
- Sound judgment in maintaining the strictest confidentiality of donor information;
- Enthusiastic, imaginative, energetic, and creative approach with a 'can-do' attitude;
- Commitment to the mission of the Elton John AIDS Foundation; and
- Excellent computer and data management skills, including proficiency with Microsoft Office technology (including Word, Excel, Outlook, and PowerPoint), and proficiency with Raiser's Edge NXT with knowledge of prospect management capabilities.

### **COMPETENCIES**

- Demonstrated ability to work collaboratively in a team-based environment;
- Excellent written, oral, and presentation skills with the ability to present to a diverse audience, both internally and externally;
- Strong business development and project management skills;
- Demonstrated ability to communicate professionally among and between colleagues, direct reports, superiors, and external donors and volunteers for effective relationship-building and execution of work-related plans and goals;
- Demonstrated strategic thinking and results-oriented skills and abilities; and
- Excellent organization and computer/pc skills are required; and
- Willingness to attend donor meetings or fundraising events, as needed.

EJAF IS AN EQUAL-OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.

EJAF VALUES

COURAGE: Courageous in our actions. Bold in our words. Relentless in our mission.

CREATIVITY: Empowered to innovate. Open to new ideas. Always learning.

CONNECTION: Collaborating to make a difference. Committed to inclusion. Giving people a voice.

CARE: Driven by our mission. Creating a world free from AIDS. Leaving no one behind.

To apply, please submit a cover letter, resume, writing sample (an example of a solicitation letter to an existing donor as part of a follow-up from a conversation), and all as PDF documents to the recruitment firm, TaylorMade Experience at:

**Bernie@TaylorMadeExperience.com** with the following subject line: **Associate Director, Development and Prospect Management**