



DR. SUSAN LOVE FOUNDATION
— for breast cancer research —

ASSISTANT DIRECTOR OF DEVELOPMENT

Job Description

Dr. Susan Love Foundation is dedicated to achieving a future without breast cancer by engaging the public and the scientific communities in innovative research on cause and prevention. We do this through performing and facilitating innovative and collaborative research, translating science to engage the public as informed partners, and inspiring novel research. Dr. Susan Love Foundation is an accredited 501(c) (3) public charity.

Position Overview: Reporting to the Senior Director of Development, the Assistant Director of Development will lead and provide support and success in the following areas: Annual Fund, Donor Stewardship and Cultivation, and Major Gifts.

Key Responsibilities include but are not limited to:

Major Gifts and Annual Fund

- Working in conjunction with the Senior Director of Development and Associate Director of Development, plan, develop, and implement strategies for annual gifts. This includes direct marketing, donor prospecting, personal solicitation, and volunteer fundraising.
- Identify, engage, and provide support as necessary to peer-to-peer fundraisers.
- Manage a donor prospect portfolio of 100-150 donor prospects to cultivate, solicit, and steward prospects for philanthropic support.
- Cultivate donors and other partners for special programming, special events, and new initiatives.
- Maintain constituent reports on prospects and major donors in Raiser's Edge.

Special Event Support

- Work closely with colleagues to develop and execute strategies to identify and engage donors, corporate sponsorships, attendees, and core volunteers for fundraising efforts.

General Duties

- Develop, build, and retain positive relationships with diverse internal and external constituents, cultivating a strong team-oriented culture.
- Performs administrative duties associated with the position.



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The Assistant Director of Development will work with co-workers throughout the Foundation by sharing appropriate information. Some evenings and weekend work may be required. The role also includes other duties as assigned by the Senior Director of Development.

Qualifications

Bachelor's Degree

3-5 years of experience in development and fundraising

Demonstrated excellence in organizational, managerial, and communication skills

Knowledge of CRM/Donor Database technology

Passion for Dr. Susan Love Foundation's mission and alignment with core values

Please send a resume and cover letter to jobs@drsusanloveresearch.org