Job Title: DIRECTOR OF DEVELOPMENT

The National Urea Cycle Disorders Foundation is a nonprofit organization dedicated to the identification, treatment and cure of this rare genetic disorder. Committed to saving and improving the lives of children and adults with urea cycle disorders, NUCDF is a lifeline to families and physicians all over the world seeking treatment information and crisis intervention. NUCDF is the nationally-recognized leader in raising awareness, providing education and information to families and medical professionals, stimulating and supporting crucial research, and creating a caring community for advocacy and support.

Job Description/Purpose: We are seeking an energetic, highly organized, resourceful, visionary and committed “can do” Director of Development to help motivate and inspire donors and prospects to engage in our mission to save and improve the lives of children affected by this our rare disorder. The Development Director will meet the growing development needs of our organization and be a key member of the senior management team, reporting to the Executive Director. Responsibilities will include planning, management and implementation of a comprehensive development program including, but not limited to, foundation and government relations and grants management, individual giving, planned giving and endowments, event planning and sustainable funding strategies. The Development Director will collaborate with staff in leading our fundraising to the next level. The Development Director will be responsible for solidifying our organization’s funding stream to support 1) our strategic plan, 2) operational infrastructure, 3) administration of existing programs, and 4) the development and implementation of a continuum of services and activities to support the Foundation’s mission, focusing on support, awareness, education, outreach and research. Ideal candidate is a savvy networker, highly effective communicator, detail-oriented, flexible, diplomatic, patient, has a good sense of humor, is passionate about helping children, excited by challenges, and is motivated by a commitment to a high level of personal excellence. Initiative, “out-of-the-box” thinking, ability to problem solve strategically, and manage multiple tasks is essential.

Major Responsibilities:

- Create and implement an annual integrated fundraising plan including public relations, special events, government grants, planned giving, and development and execution of all aspects of donor and prospect cultivation and solicitation.
- Set strategies, develop, oversee and implement all fundraising concepts, plans and operations for contributed income from major gifts, annual giving, corporate and government sources.
- Craft and articulate compelling case statements; devise creative means of broadening awareness of our disorder and building positive working relationships with all potential sources of support, including volunteers, affected families, communities and potential donors.
- In partnership with Executive Director, manage all aspects of institutional relationships with donors and prospects.
- Work in partnership with the Executive Director and Board of Directors to set fundraising goals, strategies, and direction for broadening support base, with particular emphasis on expansion of major individual gifts, special events, grants, endowments and corporate contributions.
- Manage, grow and drive all aspects of local and national fundraising events, including virtual events, and work with volunteers to develop and implement events around the country. Develop volunteer outreach to support program and fundraising initiatives.
- Serve as an ambassador for NUCDF to donors/donor representatives, and before various constituencies, including elected officials, policymakers, foundation and corporate representatives and major individual donors.
- In partnership with staff leadership, manage program development activities to identify and shape fundable projects and potential funders.
- Maintain strategic workplan, manage all aspects of stewardship/donor tracking and monitoring systems, manage fundraising database, create donor recognition program.
- Create and maintain grants calendar and tracking system and prepare and file all required grant reports.
- Guide the design and preparation of development-related publications and materials to educate potential donors and others on our disorder and the mission and goals of NUCDF.
- Some travel involved.

**Qualifications:**
- Bachelor’s Degree or equivalent with 3-5 years in fundraising leadership position, with proven track record of securing significant foundation grants, major individual gifts, corporate grants and sponsorships, government grants. Planned giving experience a plus.
- Demonstrated ability to develop and articulate strategy and execute plans.
- Experience planning and executing successful special events, and empowering volunteers.
- Experience working successfully with Boards of Directors/Trustees, volunteers, and all levels of donors, including high-notoriety major donors.
- Highly organized, flexible, strategic thinker, self-starter, comfortable working in an entrepreneurial environment.
- Effective team leader and manager with strong ability to manage up, down and across.
- Ability to successfully manage multiple projects and numerous tasks across multiple functions.
- Outstanding written (grammar, spelling, proofreading) and oral communication skills.
- Excellent computer skills (including Microsoft Office, Quickbooks Pro/Premium, Adobe Acrobat) Internet skills/savvy, and experience with donor database software and online event registration. Dreamweaver, Flash experience for online campaigns highly desirable. Adobe CS3 or Illustrator, PageMaker, Photoshop highly desirable.
- Nonprofit or volunteer health organization experience highly desirable but not essential.
- Bilingual a plus.
- Positive attitude and outgoing personality, great interpersonal and relationship-building/networking skills, excited by challenges.
- Team player with can do attitude, who likes to turn “good” to “great.”
- Interest in Foundation’s mission, championing a rewarding cause, and in being part of the heart and soul of our organization.
**Compensation:** We offer competitive salary/benefits commensurate with experience and qualifications. EOE. Beautiful office setting, inspiring and flexible work atmosphere. We appreciate and reward integrity, initiative and creativity.

To Apply: No phone calls. E-mail, fax or mail resume with cover letter, contact information and salary history to:

Confidential Attn: Executive Director  
National Urea Cycle Disorders Foundation  
75 S. Grand Ave.  
Pasadena, CA 91105  
FAX: (818)952-2184  
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Visit us on the web at: [www.nucdf.org](http://www.nucdf.org)