

PARTNERSHIP DEVELOPMENT OFFICER

NATURE OF WORK

This is professional development work responsible for cultivating, soliciting and stewarding corporations, foundations, nonprofit organizations, and individuals interested in funding biomedical research, education/training programs, and other efforts carried out by or in support of the National Institutes of Health (NIH) public health mission. Work includes communicating closely with NIH to identify and develop appropriate programs for partnership funding, and cultivating and soliciting current and potential funders to support new programs, sustain existing programs, and achieve multi-million-dollar annual funding goals. Work is bound by standard office policies, practices and procedures. Work is performed under the direction of the Director, Partnership Development.

ESSENTIAL FUNCTIONS

Oversees, develops, manages and monitors a select portfolio of research and education initiatives; develops and implements campaign plans for programs in portfolio, including working with NIH institutes to identify appropriate projects, soliciting and securing sufficient funding to meet established goals; develops and/or assists in developing campaign materials, proposals and solicitation materials for programs; creates cultivates and maintains relationships with program funders and prospects.

Organizes and conducts cultivation and solicitation plan/visits for Director, Partnership Development, self and/or other key staff; prepares briefing materials and coordinates participation of programmatic and/or scientific experts.

Develops, prepares, and manages budgets for research projects in portfolio, monitors projects and expenses, reconciles as needed with Finance Department; tracks and monitors reporting deadlines; develops reports and distributes to partners.

Ensures all related donor and prospect information, contact reports, deadlines and related gifts are properly recorded and acknowledged in a timely fashion; ensures timely entries into Raiser's Edge database; establishes and maintains comprehensive files and other records on all programs in portfolio.

Plans, coordinates and conducts special events, conferences, committee meetings, and other activities in support of research initiatives, working with NIH and FNIH staff.

Supports Partnership Development Department efforts and initiatives, assists with projects outside of the established portfolio as necessary, and functions as part of the overall Partnership Development team.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc...

MINIMUM QUALIFICATIONS

Work requires a Bachelor's degree with five years of nonprofit fund-raising experience with focus on corporations, foundations, and/or individual donors or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of current and effective fundraising tools, techniques and practices.

Knowledge of fundraising in a non-profit environment.

Knowledge of modern office practices, procedures and equipment.

Knowledge and proficiency in Microsoft Office package and programs.

Ability to demonstrate tact and diplomacy when working with others.

Ability to develop and maintain a working budget.

Ability to communicate effectively both orally and in writing.

Ability to demonstrate initiative and work independently.

Ability to multi-task and handle multiple projects at one time.

Ability to perform under pressure or within tight deadlines.

Ability to assist with tasks at all levels.

Ability and flexibility to travel, as necessary.

Skill in demonstrating creative and strategic thinking.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.