

HARRIS RAND LUSK

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Lustgarten Foundation National Director of Development Job Description

Background:

In 1998, when 51-year-old Marc Lustgarten, Vice Chairman of Cablevision, was diagnosed with pancreatic cancer, Cablevision Chairman Charles F. Dolan and Chief Executive James L. Dolan, along with Marc, had a vision for creating a foundation dedicated to curing this devastating disease through research. Today, the Lustgarten Foundation is America's largest private foundation dedicated to funding pancreatic cancer research. The national office is based in Woodbury, New York. With its mission to advance the scientific and medical research related to the diagnosis, treatment, cure and prevention of pancreatic cancer, the Foundation raises funds for research, facilitates dialogue within the medical and scientific community and educates the public about the disease through awareness campaigns and national and regional events. The National Development Department is responsible for the annual special events budget, which is raised primarily through Lustgarten Foundation Walks, community events, signature events, and individual, corporate and foundation giving.

The Position:

The National Director of Development (NDOD) is a mission-critical position and key member of the Lustgarten Foundation's fundraising team. The NDOD is responsible for building a comprehensive plan to identify, cultivate, solicit and steward major donors to support the Foundation's roughly \$20M annual fundraising goal.

The NDOD serves as a strong deputy to the Vice President of Development and will have exposure to all fundraising areas while primarily focusing on creating a high-touch, high-level donor program to strengthen the major gift pipeline, increase the success of fundraising campaigns, and motivate donors to become closer to the mission. The NDOD joins a team of hands-on, hardworking staff who are committed to ensuring further breakthroughs in scientific and medical research related to pancreatic cancer.

The right candidate is an experienced, results-oriented, creative, and management-savvy individual with the desire to lead and direct general and signature fundraising events, and individual donor stewardship.

Specific Responsibilities:

- Create and implement strategies and initiatives to achieve short- and long-term goals of the National Development Department; Manage various fundraising programs geared towards individual and Major Donors
- Set three-year goals for a Major Gifts strategy; Devise and implement a calendar of new, targeted events that engage top-tier donors and volunteers, such as: small discussions with medical experts, special dinners, parlor meetings, limited-invitation dinners and cultivation events
- Define specific revenue goals for targeted events, sponsor relationships, donor cultivation and volunteer recruitment/utilization
- Plan and implement “soup-to-nuts” tactics for the successful implementation of targeted events including conception, identification of potential attendees, event logistics, communications, and donor/volunteer engagement; Create and execute post-event stewardship strategies for donors/volunteers
- Review and evaluate current donor events such as the annual Casino Night fundraiser, and past events such as the Golf Outing; create a Major Donor event strategy that renews and/or initiates only the most suitable events
- Participate in ongoing review and revision of fundraising strategy and goals
- Coordinate with National Director of Events and events staff to develop systems and practices to identify and cultivate Major Donors and prospects from within the Foundation’s current portfolio of annual walk events
- Execute a robust, strategic prospect research strategy that supports the individual and Major Donor program
- Identify new corporate and foundation prospects and develop strategies for engagement and cultivation of these prospects
- Work with VP of Development to support the institutional giving program; Write, develop and submit high-quality written proposals and communications, including letters of inquiry, proposals, mid/final reports, for private and family foundations, corporations, corporate foundations and other institutions
- Assist in translating research documents into language appropriate for donors
- Develop personalized letters of inquiry, proposals, presentations, general correspondence, acknowledgements and reports for individual donors
- Arrange and/or attend meetings with donors and prospects utilizing executive, board, volunteer and medical staff resources as needed
- Write and edit internal development briefings, status reports, summaries and other informational documents for senior staff
- Maintain excellent organization of fundraising plans, as well as database records

Qualifications:

- Bachelor's Degree and minimum 8 years of fundraising experience
- Commitment to and enthusiasm for Lustgarten Foundation's mission and a genuine passion for health science and research
- Proven ability to design, implement and evaluate successful major donor fundraising strategies and tactics
- Proven track record of executing high profile events
- Demonstrated success in advancing donors using efficient moves management
- Highly organized and strong project management skills with the ability to manage rapidly changing priorities and pressure situations in a focused manner
- Excellent presentation and communication skills, both written and verbal
- Skill in budget preparation, staff management and organization realignment
- Demonstrated staff and vendor management
- Ability to work evenings/weekends and to travel as needed
- Demonstrated ability to produce clear, concise, formal and informal oral and written communications – specifically, the ability to write a compelling grant proposal and/or report and effectively tailor messaging to different audiences
- Computer proficiency with Microsoft Office is required. Working knowledge of Raiser's Edge is preferred

Salary: \$125-150K, commensurate with experience.

To Apply:

Lustgarten Foundation has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations and applications may be directed in confidence to:

Debbie Farrell, Senior Director, Leadership and Development
Harris Rand Lusk
122 E. 42nd Street, Suite 3605
New York, NY 10168

Email thoughtful cover letter and resume to: ekirschner@harrisrand.com
Please include "Lustgarten Foundation NDOD" in the subject line of the email