



Job Description: Development Director

Mission: MIB Agents is a leading pediatric osteosarcoma nonprofit dedicated to Making It Better for our community of patients, caregivers, doctors, and researchers through programs, education, and research.

Vision: A world with less toxic, more effective treatments and a cure for osteosarcoma, an aggressive pediatric bone cancer.

Values: We are **devoted** to creating and instilling **hope** with and for our **inclusive** and **collaborative** osteosarcoma **community**. We do this through mutual **trust**, **transparency**, and **compassion**.

We work with and for dedicated and passionate people: the kids and families impacted by osteosarcoma, their doctors and researchers who work tirelessly toward better.

Job Summary:

The Development Director develops and executes large-scale fundraising initiatives, builds relationships with donors, identifies and cultivates relationships with prospective donors, corporate partners, manages donor database and works with Family Fund holders. Reporting to and in partnership with the Executive Director (ED), the Development Director will spearhead development efforts as MIB Agents-Nonprofit continues to grow.

Primary Responsibilities & Duties include but are not limited to:

- Research major donor prospects and individual donors (one time and recurring)
- Management, inviting, and reporting of and to MIB Family Funds Holders
- Work closely with our Director of Marketing and marketing platforms and partners in creating awareness, lead conversion, PR and developing donor relationships
- Creates and manages donor stewardship programs
- Responsible for assessing fundraising and development metrics
- Creates major gift proposal documents
- Utilizes major giving fundraising and marketing tools, including on-line tools
- Works collaboratively with MIB Sr Leadership Team and volunteers
- Develop and execute MIB Nonprofit's annual fundraising plan
- Develop and maintain ongoing relationships with major donors by securing financial support from individuals, foundations, and corporations
- Developing and tracking proposals and reports for fundraising



- Corporate Partnership Development
- Responsible for implementing and managing Donor Management System and CRM
- Works closely with technology partners to develop automation strategies for donor management system, CRM, and other technology platforms pertaining to this role.
- Perform other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Bachelor's Degree in Social Services, Business, or related field; or the equivalent combination of education and work experience
- Entrepreneurial mindset, with innovative approach to business development
- Preferred 1 year experience in cultivating major donors
- Preferred 1 year experience in fundraising
- Preferred 3 years' experience in fundraising methods
- Preferred 3 years' experience in identifying sources of funding for nonprofit organizations
- Preferred 3 years' experience in corporate account prospecting
- Preferred evidence of meeting organizational fund-raising goals
- Skilled communicator, with superior interpersonal, verbal, and written skills
- Time management skills
- Preferred grant writing skills
- Flexibility
- Service mentality
- Organizational and Leadership skills

Required Working Conditions include but are not limited to:

- Remote work environment
- Based in the US
- 30 hours weekly schedule
- Have appropriate workspace and technology in their home office
- Active participation in team meetings
- Travel is required and funded by MIB to various fundraising and awareness events hosted by or in conjunction with MIB Agents

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.