

NATIONAL SCLERODERMA FOUNDATION

POSITION DESCRIPTION

TITLE: Manager, Philanthropy

DATE: October 15, 2025

STATUS: Full-time, Exempt

LOCATION: Hybrid: Danvers, Massachusetts

SALARY: \$65,000-\$75,000

DIRECT SUPERVISOR: Senior Director, Philanthropy

ABOUT THE FOUNDATION: A relentless force in finding a cure and improving the lives of people affected by scleroderma, the National Scleroderma Foundation advances medical research, promotes disease awareness, and provides support and education to people with scleroderma, their families and support networks. The Foundation embraces an intentional organizational culture in which everyone can share openly and engage authentically. The Foundation has been recognized for its commitment to financial transparency and reporting with ten consecutive years of four-star ratings by Charity Navigator, and a platinum seal of approval by Candid.

POSITION SUMMARY DESCRIPTION: Reporting to the Senior Director, Philanthropy, the Manager, Philanthropy will have primary responsibility for the Foundation's annual giving and stewardship programs. This position oversees the outsourced direct mail program and has primary responsibility for developing digital campaigns for a national and chapter donor pool. Also responsible for donor relations including corporate relations and stewardship for all donors and giving societies. This position manages an individual donor portfolio of donors giving up to \$5,000.

DUTIES & RESPONSIBILITIES: Under guidance and supervision of the Senior Director, this position will complete the following.

Annual Giving and Stewardship

- Create, implement, and evaluate a complete donor cycle for donors \$1-\$1,997 including research, cultivation, solicitation, stewardship, and acquisition.

- Oversee the Foundation's annual giving program (including direct mail and digital campaigns), including management of the outsourced direct mail vendor.
- Meet and/or exceed annual metrics and goals established for annual giving from individuals including but not limited to average gift, retention, upgrading, downgrading, total donors, total raised, and ROI.
- Draft cultivation, appeal and stewardship correspondence.
- Produce digital giving days such as Giving Tuesday.
- Create content for utilization across the full donor cycle to be utilized in a multi-modal, multi-channel strategy.
- Manage the stewardship process for all donors including receipt letters, thank you notes, and other appropriate stewardship correspondences.
- Oversee the cultivation and stewardship of the 1998 Club, Scleroderma Hope Society, VIP events, LINC program, corporate sponsorships, new donor giving, and tribute giving.

Individual Donor Portfolio

- Manage a portfolio of 25-30 individual donors who annually give up to \$5,000. Finalized portfolio size will be determined in partnership with the Senior Director as well as annual fundraising goals.
- Responsible for moves management of portfolio to meet annual fundraising goals.

Other

- Oversee gift processing and acknowledgement process and workflow
- Utilize Raiser's Edge to maintain appropriate data entry for donor records
- Create content showcasing the many stories of our community in support of building a culture of philanthropy
- Produce routine reports for philanthropy team as well as for board, committee, and leadership meetings
- Support the CEO, Sr. Director & philanthropy team with other fundraising projects and initiatives as needed
- Willingness to be a team player by:
 - a. performing other duties as assigned based on organizational need
 - b. supporting Foundation team members with tasks across key programs

Candidate Profile

- Bachelor's degree and a minimum of 3 years of relevant philanthropy experience.
- Strong proficiency in Microsoft Word, Excel, PowerPoint, and relationship databases, with preferred experience in Blackbaud database environment.
- Experience with content creation across a variety of channels.
- Experience in digital fundraising initiatives including social media giving.
- Strong ability to interact with stakeholders in a manner that promotes affinity and positive relations for the Foundation.
- Excellent computer skills.
- Strong written and verbal communication skills with the ability to write concise, logical, grammatically correct proposals to solicit gifts and acknowledgments to maintain donor relationships.
- Strong editing skills for individual donor correspondence.
- Ability to work independently and take initiative for project-based work.
- Adept at problem-solving and creating best fundraising practices.
- Work well within a team and small office environment.
- Willingness and ability to travel occasionally both regionally and nationally for the purposes of participating at Foundation functions.
- Intentional about staying abreast of current trends in philanthropy.

The National Scleroderma Foundation seeks to promote gender equality and increase diversity, in all its forms. We know that our greatest strengths come from the people who make up our team. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. The Foundation complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities or conducts business. This is not a contract. The description and duties as they relate to this position are subject to change as reasonable business necessity dictates. In the event of such changes, a new job description may be created.