

National Scleroderma Foundation

Position Description

DATE: January 1, 2026

TITLE: Director, Corporate Philanthropy

SALARY RANGE: \$90,000 - \$110,000 USD Annually

DIRECT SUPERVISOR: Senior Director, Philanthropy

LOCATION: Fully Remote

ABOUT THE FOUNDATION: The National Scleroderma Foundation is a 501(c)(3) charitable organization founded to advance medical research, promote disease awareness, and provide support and education to people with scleroderma. Supported by a network of thousands of individuals across the United States, the Foundation aims to help people living with scleroderma find their best path.

POSITION DESCRIPTION SUMMARY: The Director, Corporate Relations is responsible for identifying, soliciting, and securing financial support for the activities of the Foundation, which exceeds \$10 million. Included in this function is the management of interactions with pharmaceutical and biotech companies (industry).

DUTIES AND RESPONSIBILITIES

- Responsible for all corporate philanthropy, including
 - Preparing solicitation materials including letters of request, itemized budgets, programming information
 - Submitting and tracking grant requests
 - Preparing reconciliation and fulfillment reports for supporters
 - Preparing accounting documentation i.e. invoice request forms
- Develops and monitors budgets for corporate philanthropy, including special projects
- Provide administrative support and manage all activities related to corporate relations and philanthropy
- Oversee corporate philanthropy stewardship and recognition, including managing contractual obligations i.e. signage, acknowledgements, exhibits, etc.

- Work collaboratively with philanthropy team to ensure consistent and strategic approach to fundraising and ensure integrated fundraising efforts to maximize financial support for all Foundation programs

QUALIFICATIONS

- Bachelor's degree from accredited college or university.
- Minimum five years direct fundraising experience managing high-level, strategic "C Suite" and community relations donor relationships with demonstrated success in asking for and securing gifts (\$100,000+), preferably in a healthcare environment or health-related organization.
- Strategic thinker and self-starter with demonstrated ability to maintain accountability, work independently and creatively while functioning as part of a collaborative team.
- Excellent communication skills with a persuasive ability, including strong written, verbal and presentation skills.
- Ability to travel up to 30% and attend program and fundraising meetings and events on evenings and weekends.
- Advanced knowledge of Blackbaud Raiser's Edge database system preferred.