

National Scleroderma Foundation

Position Description

DATE:	June 19, 2026
TITLE:	Director, Corporate Philanthropy
SALARY RANGE:	\$90,000 - \$110,000 USD Annually
DIRECT SUPERVISOR:	Vice President, 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 Philanthropy, 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, but not limited to:
 - 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, e.g., invoice request forms
- Develops and monitors budgets for corporate philanthropy, including special projects.
- Provides administrative support and manages all activities related to corporate relations and philanthropy.
- Oversees corporate philanthropy stewardship and recognition, including managing contractual obligations, e.g., recognition and acknowledgement, event participation, exhibits, etc.
- Works collaboratively with the Philanthropy team to ensure consistent and strategic approaches to fundraising and ensure integrated fundraising efforts to maximize financial support for all Foundation programs.
- Engages with other Foundation teams, e.g., Communications and Mission Delivery, to ensure successful implementation of corporate philanthropic and other engagement initiatives.

QUALIFICATIONS

- Bachelor's degree from accredited college or university.
- Minimum five years direct fundraising experience engaging with high-level, senior management and managing donor relationships.
- Demonstrated success in soliciting 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 in the evenings and on weekends.
- Advanced knowledge of Blackbaud Raiser's Edge database system is preferred.
- Familiarity with project management software is a plus.