NATIONAL SCLERODERMA FOUNDATION
POSITION DESCRIPTION

TITLE: Associate Director, Philanthropy

DATE: September 1, 2026

STATUS: Full-time, Exempt

DIRECT SUPERVISOR: Vice President, 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 National Scleroderma Foundation has been recognized for its commitment to financial transparency and reporting with six consecutive years of four-star ratings by Charity Navigator, and a platinum seal of approval by Candid.

POSITION SUMMARY DESCRIPTION: The Associate Director, Philanthropy is an integral member of the Philanthropy Department and team, with a primary responsibility of identifying, cultivating, soliciting, and stewarding high-net-worth individuals to secure substantial financial contributions, ranging from $10,000 to over six figures.

DUTIES & RESPONSIBILITIES:

- Manage, build, and maintain a portfolio of 120 to 150 current and prospective major donors using moves management strategies to track progression through the giving lifecycle.
- Conduct regular face-to-face meetings, phone calls, and visits to build personal relationships and match donor interests with organizational priorities.
- Prepare customized gift proposals, lead face-to-face solicitations, and close major gifts.
- Design and execute personalized recognition and communication plans, so donors understand the direct impact of their investments.
- Maintain detailed, real-time records of all donor interactions, contact reports, and strategic next steps in Raiser's Edge NXT.

- Support and implement assignments associated with established giving societies and other donor programs.
- Support the CEO and Vice President, Philanthropy with other fundraising initiatives as assigned.

SKILLS AND ABILITIES

- Exceptional verbal, written, and active-listening skills with a persuasive, empathetic, and professional demeanor.
- Strong strategic planning skills to manage a dynamic travel schedule, balance multiple ongoing campaigns, and meet strict financial benchmarks.
- Familiarity with Raiser's Edge NXT, Monday.com, or other project management tools, Microsoft Office, and wealth-screening tools
- Excellent interpersonal skills and the ability to motivate and work effectively with volunteers are required.

QUALIFICATIONS

- Degree: Bachelor's degree required.
- Experience: Minimum of three (3) to five (5) years of experience in philanthropy; medical association, hospital, or charitable organization preferred.
- Demonstrated expertise across the full fundraising lifecycle, with a primary focus on actively managing a portfolio of major gift prospects and donors.
- Proven record of accomplishment in closing five- and six-figure gifts.

WORKING CONDITIONS

100% Remote: Work is performed in a home office environment. The employee is responsible for maintaining a safe, professional, and secure home workspace with reliable high-speed internet access.

Core Hours & Flexibility: Regular business hours are required, with the flexibility to accommodate different U.S. time zones, evening committee meetings, and weekend events, as necessary.

Travel Requirements: Must be available and willing to travel up to 40% annually.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sedentary Work: Prolonged periods of sitting or standing at a desk and working on a computer (up to 8 hours per day).
- Vision & Cognitive Function: Clarity of vision at close range and the ability to view computer screens for extended periods. High cognitive capacity for complex problem-solving, budgeting, and strategic planning.
- Communication: Ability to frequently communicate, present, and exchange accurate information verbally and in writing with staff, board members, donors, and volunteers.
- Mobility & Travel: Ability to navigate airports, train stations, and hotels independently. Capacity to lift, carry, and manage personal luggage and transport event materials (up to 40 lbs.) during travel.

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,