



Director of Development

February, 2019

The International Rett Syndrome Foundation is a 501 (c) (3) non-profit doing business as Rettsyndrome.org.

Rettsyndrome.org makes strategic and significant investments in research to find a cure for Rett syndrome, while also funding activities related to family empowerment, public awareness and advocacy programs. The foundation not only funds the highest quality research but is dedicated to helping develop better treatments to improve the quality of life of individuals with Rett syndrome. Rettsyndrome.org has been the primary funder of two recent clinical trials that have produced extremely promising results and sparked optimism that life changing treatments and eventually a cure for this debilitating disease will soon be a reality.

Position Summary:

The Director of Development is a mission-focused, fund-raising officer with responsibility for developing and successfully executing major gift and planned giving campaigns. This position has responsibility for cultivating key regional relationships and supporting 3-4 major fundraising events annually. This individual is a results-driven performer who demonstrates the ability to significantly grow income from contributions on a year over year basis.

Rettsyndrome.org expects to see unprecedented progress in research over the next five years and this research will open the door for more effective treatment and an eventual cure for Rett syndrome. The Director of Development will have an opportunity to play a major role in transforming the lives of thousands of people living with Rett syndrome.

Job Outcomes:

- Develop effective annual and planned giving programs, with an emphasis on major gifts from individual and institutional donors.
- Through prospect research, as well as Board and constituency contacts, develop a portfolio of high-level individual and institutional prospects for cultivation and solicitation outreach.
- Effectively manage systems, processes, measurements and metrics to monitor, project, and guide fundraising results and activity.
- Coordinate and successfully manage 3-4 major fundraising events annually, with success being measured by constituent satisfaction and significant, positive net income.
- Maintain a working knowledge of developments and trends in the field and serve as counsel to the Executive Director on issues relating to fundraising and ethical standards of the profession.

Key Qualifications

- Minimum of 5 years of successful, non-profit fundraising experience, personally cultivating and asking for major gifts. Documented performance track-record required.
- Baccalaureate degree required. Advanced degree is a preferred.
- Full understanding and ability to implement and work within a metrics-driven major gift program, leading by example and supervising other key members of the development team.
- Must be a creative problem solver who enjoys working hard and does not shy away from challenges. Able to act and react as necessary, even if limited information is available. Is not afraid to take charge of a situation and take unpopular stands when necessary.
- High-caliber critical thinking skills, including the capacity to identify and appropriately assess and order competing organizational and external interests and priorities.
- Excellent verbal and written communication skills.
- Ability to work effectively under pressure when facing extremely short deadlines.
- Good judgment, diplomacy, discretion, tact and ability to converse, communicate and partner at all organizational levels within the foundation, and externally with families, volunteers, charitable, academic, government, and research partners
- Familiarity with Raiser's Edge, Wealth Engine, online giving and social media tools very helpful.
- 25% travel required

Salary is competitive and commensurate with qualifications.

Email resume and cover letter:

Melissa Kennedy

Executive Director

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