

The Lustgarten Foundation
Director of Development

Organization's Mission

The mission of The Lustgarten Foundation is to advance the scientific and medical research related to the diagnosis, treatment, cure and prevention of pancreatic cancer.

Position Description

In conjunction with Foundation leadership, create and implement annual fundraising development plan and strategy. Located in Bethpage, Long Island, New York.

Responsibilities:

- Plan and implement donor cultivation and solicitation strategies to secure funding in the areas of individual donors with an emphasis on major gifts, foundations, corporations, pharmaceutical companies, and possible government funders.
- Identify public and private grant sources. Write grant proposals for funding.
- Develop and grow individual donor base.
- Develop a planned giving program.
- Manage expansion of direct mail campaign and year-end appeals.
- Maintain advanced knowledge and understanding of development techniques and best practices to interact capably with donors and their advisors on charitable gifts.
- Develop and produce donor development related marketing materials.

Qualifications:

- Minimum 3-5 years non-profit fundraising development experience with proven success in securing gifts and nurturing donors.
- Excellent written and verbal communication, research, and organizational skills.
- Computer literate: Microsoft Word, Excel, PowerPoint, and Outlook.
- High degree of initiative, high energy.

Reporting Relationships

Reports to Executive Director. Coordinates with Research Program Manager and Special Events Director.

Compensation

The Lustgarten Foundation offers a competitive compensation package that includes an annual salary, vacation, health, dental, and vision insurance, 401K, pension, and other perks to be discussed at interview.

Application

Please email your cover letter and resume to kkaplan@cablevision.com