



**National  
Multiple Sclerosis  
Society**

**National Multiple Sclerosis Society  
National Capital Chapter  
Washington, D.C.  
Fundraising & Development Professional**

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The National Multiple Sclerosis Society is a collective of passionate individuals who want to do something about MS now – to move together toward a world free of multiple sclerosis. MS stops people from moving. We exist to make sure it doesn't.

The **National Capital Chapter** of the National MS Society, located in **Washington, D.C.**, is currently seeking a **Fundraising & Development Professional** to lead the Chapter's major gift and individual giving efforts and the Chapter's grant outreach efforts to drive funding levels upward. Reporting to the Vice President of Development, the individual in this role will also supervise development staff and volunteers; oversees campaign planning and budgeting; along with tributes and memorials, legacies and bequests, community events, and workplace giving.

Individuals working in fundraising and development require a high level of energy, strong communication skills, an attention to detail, and the ability to set priorities and to manage multiple activities and tasks among all stakeholders, including staff, volunteers, donors, prospects, participants, and corporate partners.

We are seeking an individual with proven skills in securing new and strengthening existing individual, foundation, and corporate gifts. An individual who will:

- Lead the Chapter's Major Gift and Individual Giving Efforts by engaging Chapter leadership, managing a portfolio of donors, planning cultivation events, executing and tracking moves management, and coordinating appeals and marketing materials.
- Lead the Chapter's Grant Outreach Efforts by renewing past support and securing new foundation gifts.

**RESPONSIBILITIES:**

- Strategize and execute moves management for all top donors and prospects.
- Solicit donors for renewed and increased gifts; continuing to build and expand portfolio of donors managed.
- Manage 100+ prospects in portfolio that are cultivated and stewarded by meaningful and substantive contact with donor.
- Work collaboratively with staff, board, and volunteers to identify, cultivate, and solicit new donor/sponsor prospects.
- Engage the Chapter, Board and other volunteer leadership in donor/sponsor cultivation and stewardship.
- Develop and facilitate high-level cultivation events.
- Develop year-long messaging, communication and appeals.
- Work with staff to execute promotion plans and creation of marketing materials for fundraising initiatives.
- Work with Chapter Services department to determine grant funding priorities and strategy.

- Work with Development staff to steward current relationships, renew grant requests, seek new grant opportunities and apply, and complete required reporting.
- Provide work direction and delegate responsibilities to staff and volunteers as appropriate.
- Recruit, train, supervise, and motivate staff; providing on-going coaching and development.
- Analyze internal and external trends, demographics, and competition for use in development of plans and strategies for current and potential fundraising gifts.
- Manage and monitor budgets, placing an emphasis on growing revenue, while reducing expenses.
- Manage the planning, budgeting, organizing and coordination of campaign workflow.

#### **REQUIREMENTS:**

Incumbents will possess:

- A Bachelor's Degree (preferred).
- A minimum of five years of experience in fund development, corporate giving, organizing and managing, individual giving, annual campaign, and donor cultivation activities.
- Demonstrated ability in securing gifts of \$25,000.00 or greater.
- Experience working with a non-profit organization, association or agency is a plus.
- Familiarity with a variety of the field's concepts, practices, and procedures.
- Proven abilities in successfully managing staff and volunteers on-site and at a distance; including recruiting, training, managing and developing.
- Skilled in building relationships with diverse populations.
- Demonstrated skill in budgeting – creating, analyzing, monitoring.
- Proven abilities in multi-tasking, dealing with ambiguity, and problem-solving.
- Demonstrated abilities in creativity, interpersonal savvy, public speaking, writing and project planning.
- An attention to detail, the ability to generate enthusiasm and to influence others is paramount.
- Computer literate with proficiency in office software systems and database management – Microsoft Office suite, word and desk-top publishing.
- Flexibility in scheduling to attend meetings, programs, and events in the evenings and on weekends.
- Ability to travel throughout the Chapter's territory – 13 jurisdictions in the Washington, D.C. metro area.

The National Capital Chapter offers a competitive salary and benefits package. Please send a cover letter including salary requirements, along with resume to [EastRecruitment@nmss.org](mailto:EastRecruitment@nmss.org).

*The National Multiple Sclerosis Society is an equal opportunity employer and is committed to recruiting a diverse pool of candidates. EOE/M/F/D/V.*