Requisition Number : DCW467

Job Title : Development Specialist -Teams & Veterans

Area of Interest : Development

City : Washington

State : District of Columbia

Position Type : Full Time - Regular

Job Description : 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 Development Specialist – Teams & Veterans to work in our Fundraising & Development Department. Reporting to the Director of Development, the individual in this role will be responsible for coordinating the team program, developing the veterans program, organizing cultivation events and opportunities, customer service calls, volunteer engagement and representing the National MS Society in the public arena.

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.

1. Coordinate Team Program (40% of time)
    - Develop and track team goals, including recruitment and fundraising
    - Create and execute a comprehensive plan and timeline to acquire, retain, cultivate, and recognize teams and Team Captains participating in Walk MS, Bike MS, and Challenge Walk MS
    - Proactively recruit new teams
    - Support and motivate teams and Team Captains through creation of fundraising materials, training sessions, recruitment and informational presentations, and goal setting
    - Host recruitment and fundraising incentive campaigns
      i. Appreciation Week, Team Captain Week, Team Recruitment, Team Fundraising, Blitz Days, National Fundraising Week
    - Support team fundraising activities including Community/Wraparound Events
    - Organize and host Day of Event Experience
      i. Team Row – Walk MS and Bike MS
      ii. Incentive Fulfillment
    - Promote and deliver awards & recognition

2. Develop Veterans Program (20% of time)
    - Develop and track veteran goals, including recruitment and fundraising
    - Create and execute a comprehensive plan and timeline to acquire, retain, cultivate, and recognize veteran participants for Walk MS, Bike MS, and Challenge Walk MS
    - Support and motivate veterans through creation of fundraising materials, training sessions, recruitment and informational presentations, and goal setting
    - Organize and host Day of Event Experience
    - Promote and deliver awards & recognition
3. Organize Cultivation Events/Opportunities (10% of time)
    - Create events/opportunities to educate and inspire participants
    - Host annual Walk MS & Bike MS Awards Party
4. Customer service calls/emails – Walk/Bike/CW (10% of time)
5. Volunteer Engagement (10% of time)
    - Increase the number of Society volunteers involved with team recruitment/stewardship and veteran stewardship
    - Engage volunteers, effectively communicating and facilitating meaningful opportunities across all functions.
    - Partner with volunteers to accomplish our work.
6. Represent the National MS Society in the public arena (5% of time)
7. Other duties as assigned (5% of time)

Requirements :

Minimum Education:

- Bachelor's Degree preferably related in Communication, Public Relations, Marketing or Psychology.

Minimum Experience:

- Two to four years' experience in fund development, program and events planning, organizing and managing, and donor cultivation activities.
- Experience working with a non-profit organization, association or agency is a plus.
- Experience in developing and executing operational plans and marketing strategies.
- Experience in volunteer recruiting, training, management and development.
- 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.
- Flexibility in scheduling to attend meetings, programs, and events in the evenings and on weekends.
- Valid driver's license, ability to drive/travel throughout the Chapter's territory.

- Ability to lift and carry event supplies and materials.

Technical Skills:

- Proficiency in office software systems and database management – Microsoft Office suite, word and desk-top publishing.
- Wiliness to learn multiple data management systems
- Ability to extract and analyze data to support and create recruitment and cultivation plans
- Knowledge of Microsoft Office

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.

Apply at
https://www1.apply2jobs.com/NMSS/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=467