



Employment Opportunity Osteogenesis Imperfecta Foundation

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Fundraising Manager

A full-time position focused on bringing in new revenue through donor relations, direct mail campaigns, corporate sponsorships, volunteer events and a nationwide signature fundraising event program.

Join the Osteogenesis Imperfecta Foundation as a fundraiser to help us raise revenue and increase awareness of this rare genetic disorder. Visit www.oif.org for more information on OI.

The open position is based in the OI Foundation's national office in Gaithersburg, Maryland. A hybrid or virtual model is available for the right candidate.

Description

This position will work with leadership including the Executive Director to plan and carry out fundraising efforts through direct mail solicitations, volunteer events and educational grants in support of the OI Foundation's mission. This position is responsible for managing fundraising communications, donor recognition and stewardship activities, including executing nationwide gala-type events in multiple markets and smaller volunteer led fundraising events. The right candidate for this position must be a strong team player who is self-motivated, an outstanding communicator with proven writing ability and must possess excellent fundraising or sales skills.

Key responsibilities include:

- Manage and coordinate direct mail campaigns
- Cultivate and solicit individual and major gifts
- Solicit sponsorships for fundraising events and educational programs
- Execute fundraising galas and volunteer led fundraising events
- Manage online donation and event pages

Qualifications

Qualified candidates should have excellent communication and organizational skills with evidence of ability to plan and complete tasks, focusing on accuracy and deadlines. A high comfort level in personal contact and direct solicitation/sales is strongly suggested, experience with galas or fundraising dinner events is a plus. They should be familiar with fundraising software and should be able to travel up to 25% of the time.

Additional requirements include:

- Bachelor's degree is preferred
- Five years of similar work experience
- High level of computer literacy, including proficiency with MS Office and familiarity with online databases and design programs
- Proven track record of recruiting volunteers
- Excellent organizational skills and high attention to detail
- Self-starter, demonstrating initiative and creativity

The Osteogenesis Imperfecta Foundation is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Join us as we work together to find new and improved treatments for people living with OI.

To Apply

Resumes and a writing sample should be sent to: mbonardi@oif.org no later than October 1, 2023.