



Employment Opportunity Osteogenesis Imperfecta Foundation

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Development Coordinator

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

Are you looking for a career opportunity that directly impacts the lives of people living in your community? The Osteogenesis Imperfecta Foundation has an opening for a fundraiser to help us to raise revenue and increase awareness of this rare genetic disorder. Visit www.oif.org for more information on OI.

You would be joining a team of professionals dedicated to the mission of the OI Foundation and the people we serve. The open position is based in the OI Foundation's national office in Gaithersburg, Maryland.

Description

This position will work with Chief Operating Officer and Director of Development to plan and carry out programs to achieve the organization's fund raising goals. This position is responsible for managing fundraising communications like the online events calendar, donor recognition and stewardship activities, assisting the Director of Development with executing nationwide gala-type events in multiple markets, and assisting with the coordination of annual direct mail campaigns. The right candidate for this position must be a strong team player, an outstanding communicator and must possess excellent fundraising or sales skills. Key responsibilities include:

- Assist with execution of fundraising galas in multiple markets
- Provide support for volunteers organizing local fund raising events
- Manage online event calendar and donation pages
- Assist with the coordination of direct mail campaigns
- Assist in the cultivation and solicitation of individual and major gifts

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:

- A Bachelor's degree is preferred
- One year of similar work experience
- High level of computer literacy, including familiarity with online databases and fund raising software
- Proven track record of recruiting volunteers
- Excellent organizational skills and high attention to detail
- Self-starter, demonstrating initiative and creativity
- Proficiency with MS Office

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

Questions, resumes and CVs should be sent to: ecarter@oif.org no later than September 9, 2016.