ASSOCIATE DIRECTOR OF ALLIANCE DEVELOPMENT

The EveryLife Foundation for Rare Diseases (EveryLife) is seeking an Associate Director of Alliance Development to join its team in Washington, D.C.

The EveryLife Foundation is a science based nonprofit, nonpartisan advocacy organization dedicated to bringing treatments to the 30 million Americans with rare diseases. Currently, there are fewer than 400 approved treatments for 7000 rare diseases. The science exists for many of these diseases to be treated; however, treatments may never be developed because of roadblocks in the development process, such as a lack of investment and a challenging regulatory environment. The Foundation works with patient organizations, industry, academic scientists, the Food and Drug Administration (FDA), and National Institutes of Health (NIH) to improve the clinical development process.

The Associate Director of Alliance Development supports and implements the annual resource development plan from sponsorships, individual contributions, program partnerships and grants. This position reports to and in partnership with the Chief Development Officer and Director of Development.

RESPONSIBILITIES

- Work with Development team to execute EveryLife’s annual fundraising plan;
- Provide support and assist Chief Development Officer and Director of Development in obtaining financial support from individuals, foundations, corporations and other community stakeholders;
- Identify corporate, community and individual prospects for the organization's fundraising priorities;
- Support and executes strategy for a large sustained base of annual individual donors;
- Track proposals and reports for all Foundation and corporate fundraising;
- Prepare grant applications as outlined in the funding development plan to generate funds for the organization;
- Prepare and send acknowledgment letters when financial support is received;
- Assist on organization of special events including fundraising, planning and execution of annual Rare Affair event;
- Assist in invoicing and managing the alliance development budget;
- Assist in writing and submitting grant proposals and reconciliations;
- Assist with the design, printing and distribution of marketing and communication materials for development efforts;
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization; and
- Participate in Foundation events

QUALIFICATIONS

- Two years’ experience in alliance development or strategic partnership planning;
- Demonstrated excellence in organizational and communication skills, particularly written;
- Willingness to be a team player;
- Bachelor’s degree.
**BENEFITS**

This is a full-time, direct-hire position. Compensation for this position is $67,000-72,000 commensurate on experience and includes a competitive benefits package. This position is based in Washington, D.C. and may require occasional travel, weekend and evening work.

**HOW TO APPLY**

To apply, please send a current resume, cover letter and three references to Megan Pinegar at mpinegar@everylifefoundation.org.

**MINIMUM EDUCATION REQUIRED**

4-year degree