

## **Associate Director, Major Gifts-East Region**

**General Summary** The Associate Director will cultivate, solicit and steward major gift individual and family foundation donors towards gifts of over \$10,000 to \$1 million or more in the eastern region of the United States.

**Essential Job Functions**

- Identify, evaluate and cultivate major gift donors and prospects for gifts over \$10,000. Personally contact and solicit major gift donors and prospects and re-solicit lapsed major gift donors on behalf of Association to achieve revenue goals.
- Demonstrated experience and ability to cultivate and solicit 6-7 figure gifts.
- Effectively communicate and work closely with National and Chapter Leadership, specifically Chapter Executive Directors on Major Gift activities including donor strategy, visits, solicitations and stewardship.
- Build and manage a portfolio of 80-120 qualified major gift donors and prospects.
- Adhere to professionalism and fundraising best practices as demonstrated

by moves management industry standards and donor-centered methodology.

- Participate in and remain accountable for setting goals and strategies to meet revenue objectives.

**Minimum Requirements**

- 3- 5 years minimum required experience in major gift fundraising, 5-7 years preferred.
- Demonstrated success in personal solicitation of major gifts.
- Expertise fundraising database, word processing, expense management and spreadsheet software.

[Click Here to Apply Online \(Preferred Method\)](#)

**Or mail resume and cover letter to:**

Send resume to:  
Alzheimer's Association of  
National Office  
225 N. Michigan Ave, Suite  
1700  
Chicago, IL 60601

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