



THE NEXT BREAKTHROUGH COULD BE YOURS

January 6, 2010 – Chief Development Officer

Industry: Nonprofit/Health
Function: Development, Sales, Strategy
Capacity: Full time

Employer: Prize4Life
Job Title: Chief Development Officer
Job Location: Cambridge, MA

Organizational Description

Prize4Life is a dynamic, start-up, 501(c)(3) non-profit organization that aims to create breakthroughs in effective ALS/MND (Lou Gehrig's disease) treatments using the leverage of large inducement prizes. Inspired by the success of other inducement prizes (such as DARPA's Grand Challenge, NASA's Centennial Challenges, and the X Prize Foundation), to date Prize4Life has raised over \$5 million and has launched both a \$1 Million ALS/MND Biomarker Challenge and a \$1 Million ALS Treatment Prize to stimulate scientific breakthroughs in ALS/MND. Website: www.prize4life.org

In addition to offering inducement prizes, Prize4Life is also developing a number of scientific infrastructure-related projects including collaborations with the Alzheimer Research Forum to increase ALS-related scientific communication and develop a comprehensive, unbiased, and regularly updated collection of ALS-related genetic association studies. Furthermore, we are exploring the creation of a database of patient clinical data from failed ALS clinical trials. Prize4Life is also always on the look-out for projects capable of broadly leveraging the ALS research field.

Prize4Life takes pride in its collegial and go-getter culture. As a small 5-person start-up, employees at Prize4Life are expected to demonstrate flexibility and creativity in their day-to-day roles. In pursuit of our important mission, members of the Prize4Life team sometimes must take responsibility for tasks beyond their job description, or work outside standard working hours. At the same time, Prize4Life balances this commitment to mission with a flexible and family-friendly approach. We consider our employees to be our most valuable asset.

Job Description

The position of Chief Development Officer (CDO) is an outstanding opportunity for a passionate, energetic, and entrepreneurial development professional to manage a diverse portfolio of individual donors, foundation, and corporate prospects, and create strategies to realize the giving potential of those.

The CDO will also be expected to take the existing development efforts and transform them to a robust and comprehensive development program, provide operational leadership, and to serve as a passionate and articulate ambassador of Prize4Life and its strategic priorities.

The CDO is expected to raise at least \$1 million per year in unrestricted funds for operating support, and conduct a capital campaign to raise an additional \$5 million to fund the various programs and prizes. In order to do that, the CDO will need to identify and qualify potential donors across the country and abroad.

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The CDO reports to the CEO and is part of the senior management team. Passionate about his/her work and believing in the mission and vision of Prize4Life, the successful candidate must be entrepreneurial, self-motivated, goal-driven and feel comfortable with virtual management using technology such as email, instant messaging, and Skype to maintain relationships within the organization.

The CDO will be responsible for the strategy and execution of all aspects of development from annual giving, to major and planned gifts, corporate and foundation relations, and the planning and execution of a capital campaign. This includes relationship prioritization and management for the CEO's and Board's top prospects. In carrying out this objective, the successful candidate will be responsible for developing and implementing a comprehensive, effective, and well structured fundraising initiative that includes prospect identification and qualification, cultivation, proposal development, solicitation, and stewardship.

The CDO will maintain key working relationships with donors, prospects, staff, volunteers, and the Board of Directors. This person will also train and influence the Board of Directors on major giving philanthropic strategies associated with the capital campaign and establishing a culture of fundraising. He/she must be a dynamic communicator with exceptional writing and editing skills, solid presentation skills, and the ability to manage multiple projects simultaneously. The CDO is expected to research, develop, and carry a portfolio of 100 individual donors that have the capacity of making gifts at the major donor level of at least \$50,000.

Responsibilities will include

- Thoroughly understand Prize4Life – its history and culture; governance structure, staff, advisors, constituents and Board; finances and funding in order to represent Prize4Life as a spokesperson and fundraiser;
- Carry a portfolio of 100 individual prospects and donors capable of gifts at the level of \$50,000+;
- In collaboration with the CEO and Board, develop a systematic communication and fundraising plan that addresses the needs and concerns of each prospective donor group;
- Plan and develop materials that portray the Prize4Life story and advance the development program and goals to major categories of donors and individual prospects, ensuring that these materials are distributed in a targeted, regular, and timely fashion;
- Collaborate with the CEO and management team in the preparation of annual operating plans and budgets with specific analysis of general funding needs (for staff, marketing activities, operating infrastructure), and restricted giving opportunities (to fund events, projects, prizes, etc.); incorporate fundraising targets into the budget of the organization;
- Develop and implement basic sponsorship guidelines to preserve the integrity of the Prize4Life brand;
- Work with senior management and key directors to strategize the cultivation, solicitation, and close of major gifts from individuals, businesses, corporations and foundations;
- Establish and work with the development committee to expand fundraising outreach and build a culture of fundraising;
- Prepare financial updates for senior management and Board.
- Work with staff and Board to plan and implement the staff and volunteer structures necessary for a capital campaign;

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- Coordinate and write foundation proposals, updates and reports.
- Recruit, hire and manage development consultants as appropriate; supervise development resources to achieve the goals;
- Travel as needed, approximately 10 - 15%, to donors and prospects. The majority of travel will be in the Northeast United States yet international travel may be necessary.

Specific qualifications include:

- Ability to represent the Prize4Life mission;
- Comfort with virtual management and the use of technology to foster communications;
- Demonstrated success in cultivating and closing gifts of \$50,000+;
- Broad relevant background with evidence of progressive success and responsibilities including the best methods to bring gifts to Prize4Life;
- Outstanding written and oral communication skills and the ability to understand and articulate the organization's programs, priorities and issues;
- Experience providing leadership, and daily management of fundraising initiatives,
- Experience in strategic planning and plan implementation;
- Ability to make sensitive decisions regarding the best methods of and approaches to gift cultivation and solicitation;
- Identify and contact foundations, corporations and major donor effectively;
- Sense of humor and the flexibility and sensitivity to work with diverse personalities and situations;

As Prize4Life is a small but growing start-up, the CDO will be asked from time to time to handle or assist with other tasks and responsibilities not enumerated herein, like the rest of the staff.

Characteristics and Attributes

- Entrepreneurial
- Self-starter
- Passionate
- Team player
- Mission driven
- Results oriented
- Organized
- Resourceful
- High energy
- Sense of humor
- Leader by example

Qualifications

Please compose a tailored cover letter that describes your interest in furthering the mission of Prize4Life and how your experience satisfies the following:

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- Strong oral and written communication skills, capable of communicating effectively with donors/investors and foundations/companies
- Strong interest and ability to network with donors, scientists, nonprofit leaders, members of the press, and others to build Prize4Life's network and reputation
- An ability to think strategically as well as develop and execute detailed plans
- Experience and interest in working as part of a highly capable team or organization, especially a nonprofit, and the ability to drive results across functional areas
- Strong interpersonal and people management skills
- Self-directed and able to work independently without the need for direct supervision
- Proven problem-solving skills
- Entrepreneurial approach, proactive and action-oriented personality; strong sense of pace and urgency
- Comfortable working in the dynamic, flexible, and often unpredictable environment of a start-up
- Willingness to travel
- Previous fundraising or sales experience preferred

Preferred Start Date: Immediate

Compensation: Commensurate with experience and fit

Sponsor International Candidates: No

To Apply

AA/EOE. No phone calls, please. Email cover letter and resume to jobs@prize4life.org (Subject line: Chief Development Officer)

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