American Liver Foundation  
National Office (New York City)  
Development  
Stewardship and Annual Fund Manager  
(Part-Time Position. 24 hours a week)

The American Liver Foundation (ALF), a public health organization that provides education and support to patients, seeks a part-time Stewardship and Annual Fund Manager who is motivated by the opportunity to play a role in the expansion of ALF’s national fundraising office. The Manager will report to ALF’s Senior National Director of Development.

Essential Duties and Responsibilities:

• Implement strategies created with National Director of Development to inform, involve, and cultivate general donor base.
• Launch a donor recognition society for individuals who give annual gifts in the $1,000 - $9,999 range. This may include developing and implementing a list of benefits for society members, such as phone briefings with key researchers, exclusive events, and other items.
• Identify potential mid-level and major donors in general database and through other outlets, research prospects, and make recommendations for upgrading them. Work with database manager to ensure proper attribute is assigned in the database.
• Plan and implement annual direct mail campaigns, coordinate mail and graphic design consultants as appropriate. Create and implement online general fundraising campaigns.
• Organize and participate in donor meetings as needed. Work with donor prospects by phone as needed.
• Help design and implement a moves-management system that would increase the overall level of giving and collaborate with Sr. Database Manager to create donor analytic reports, as needed.
• Support development of major individual giving program and provide assistance as needed with Foundation and corporation gifts.
• Take on special projects and other duties as assigned.

Position Requirements:

• Excellent oral and written communication skills. Knowledge of internet research, word processing and EXCEL. Knowledge of CRM software.
• Knowledge of graphic design programs and graphic design skills a plus
• Proven project management skills.

Experience

• Three to five years’ experience with a nonprofit in development. Experience with direct mail, donor research is preferred.
• Experience working with board members, donors, volunteers and fundraising and program staff on collaborative activities.
• Experience conducting donor meetings helpful.
Education
• Bachelor’s degree or the equivalent in education, training and experience.

Work Environment:
• This is a part-time position. Work location is New York City. Remote work is not available
• Must be willing to work occasional evenings and weekends.

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The American Liver Foundation (ALF) will aspire to involve every segment of the community in every aspect of its work and will demonstrate its commitment to and accountability for an inclusive environment in which differences are recognized, respected, valued and celebrated.

Please send your cover letter with salary requirements and resume to egoodman@liverfoundation.org