

Melanoma

Research Alliance

POSITION: Senior Associate, Development

REPORTS TO: Director, Development Operations

LOCATION: Washington, DC

POSITION TYPE: Full-time, Exempt

About the Melanoma Research Alliance and Our Impact

The Melanoma Research Alliance (MRA) is the largest private non-profit funder of melanoma research worldwide. Founded in 2007, MRA's mission is to end suffering and death due to melanoma by advancing the world's most promising science and research. MRA provides critical funding for melanoma research that propels advances in prevention, diagnosis, treatment, metastasis, and survivorship.

MRA brings together and connects a global brain trust in science and cancer research and provides them with the funding and flexibility to pursue their most innovative ideas enabling our funded-researchers to make discoveries and breakthroughs in record time.

MRA-funded researchers have been behind every major breakthrough in melanoma research. Since our inception, more than 17 new therapeutic approaches for melanoma have earned FDA approval. Today, patients have more treatment options than ever before and many are living longer, fuller lives as a result. The melanoma community is leading the way for oncology as a beacon of innovation and scientific excellence. Despite this progress, it still isn't enough, as half of patients facing advanced melanoma are still not benefiting from available treatments and with more than 100,000 new cases of melanoma that will be diagnosed in the United States this year, there is more critical work to be done.

MRA is recognized as one of the most fiscally efficient non-profits in the country. Because MRA's Founders, Debra and Leon Black, generously cover 100% of MRA's administrative and operating costs, every dollar donated is invested directly into MRA's scientific and research program.

MRA is hard at work unraveling some of the biggest unanswered questions facing melanoma patients today. Breakthroughs happen when we work together. Join our team!

www.curemelanoma.org

About the role

The Senior Associate of Development is a high impact role on MRA's Development team. Reporting to the Director of Development Operations, the Senior Associate of Development will have a pivotal role across donor prospecting, stewardship, gift administration and operations.

What you'll do:

- Perform gift processing, write and mail acknowledgement letters, tribute reports; generate accurate and timely acknowledgment letters/tax receipts for all donations
- Support major benefit and cultivation events, including tracking invitations and replies, coordinating with vendors, managing volunteers, following up with attendees;
- Maximize usage and administer MRA's database - Salesforce, and assist with data entry, cleaning, management and reporting;
- Utilize MRA's fundraising sites, Classy and Tiltify, to assist our third-party fundraisers in the creation and management of team and individual pages for events, tributes, etc;
- Play an integral role in MRA's annual virtual walk, Step Up for Melanoma, by managing the group page, helping track fundraisers, and working with third-party vendors;
- Assist with management of MRA's participation with America's Charities, including attending local and virtual CFC events;
- Perform research on prospects and donors;
- Assist with pledge reminders;
- Assist with creating fundraising proposals and grant requests to individuals, corporations and foundations, ensuring all reporting requirements are met; and
- Manage scheduling and coordination of meetings for the development team, including requests, meeting support services, note taking, and travel logistics.

What you bring:

- Passion for and belief in MRA's mission
- Bachelor's degree preferred; however, equivalent experience considered.
- 1-2 years' experience in development/fundraising office, communications, marketing or sales
- Database, reporting and data integrity management is preferred and an advantage. Bonus points for experience with fundraising platforms, Salesforce, Classy and/or Tiltify preferred.
- Excellent communication skills; proofreading abilities and demonstrated attention to detail a must.
- Ability to work independently with a pro-active and solution driven mindset.
- High touch donor stewardship skills that demonstrate professionalism, judgment, discretion, confidentiality and sensitivity.
- Ability to build strong working relationships across MRA's internal and external stakeholders.
- Proficiency across Microsoft Office Suite as well as audiovisual conference technologies such as Zoom and Teams and experience with Canva, the Adobe Creative Suite, including Photoshop and InDesign.

What we offer:

- Our compensation philosophy is grounded in being competitive, equitable and transparent. The salary range for this role is \$60,000-\$70,000. We construct our salaries in such a way that staff can move through the range within their level. As such, most candidates will start at \$60,000 with a few above based on specific skill sets and experiences.
- Comprehensive medical, dental & vision benefits including an employee assistance program to help with mental health, financial and legal matters for all employees and their eligible dependents.
- A 403b retirement investment plan with a 5% immediate vesting match contribution
- Life & Disability insurance (Basic, voluntary and AD&D, short-term and long-term).
- Flexible Spending Accounts (health, dependent coverage, transit/commuters FSAs)
- Generous and flexible schedule of paid time off in addition to the paid holidays we observe.
- Paid parental/family leave.
- Hybrid work office model

- An investment in everyone's professional development including learning cloud programs, scientific retreats and forums, networking opportunities, lunch and learns, conferences, leadership mentoring with access to top minds in science, research, medicine, and business.

The fine print:

- This position will be working a hybrid model where you would be expected to work two days a week in MRA's Washington, DC offices.
- This position may require travel to MRA-related events in the Washington, DC and New York City areas.
- Successful candidates will be subject to an authorized background check.
- We are interested in qualified candidates who are eligible to work in the United States. Please note, we are not sponsoring visas at this time, being authorized to work in the U.S. is a precondition of employment.

The statements herein are intended to describe the overall nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

How to apply:

Please send a cover letter and resume to employment@curemelanoma.org with the following subject line:
Development Senior Associate

Only short-listed candidates will be contacted.

No phone calls please. All inquiries will be held in confidence.

Our culture and commitments:

Every person at MRA is treated with respect, supported with resources and training, and exposed to a broad range of experiences. We foster a space for growth with opportunities to share knowledge and passion with colleagues and the scientific and patient communities we serve. We are committed to building a diverse workforce and creating an inclusive environment where everyone can thrive. Our leadership is actively involved in our commitment to diversity and inclusion, and fostering a culture that creates opportunities for everyone.

MRA upholds an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, ancestry, religion, sex, sexual orientation, gender identity or expression, marital status, age, physical or mental ability, veteran status, military obligations, genetic information, or any other basis protected by applicable law.

This policy applies to all applicants, employees, consultants and third-party workers.