

## National Merit Scholarship Corporation



### Director of Fundraising

#### ***Organization Description:***

National Merit Scholarship Corporation is a well-respected and nationally recognized not-for-profit corporation that conducts scholarship programs for identifying and honoring academically talented U.S. high school students who have exceptional abilities and show great promise for future academic success. In very keen competitions, students are awarded scholarships worth more than \$40 million annually which are administered by the corporation. All scholarships are privately financed by some 400 corporations, company foundations, professional groups, universities, colleges, and the corporation's own funds. Since the corporation's establishment in 1955, more than \$1.8 billion has been granted for college undergraduate scholarships for approximately 466,000 students. Headquartered on Chicago's North Shore, National Merit Scholarship Corporation employs 35 full-time employees.

#### ***Job Description:***

National Merit Scholarship Corporation is seeking a professional who will report directly to the Executive Director of Fundraising. This individual will help manage the corporation's efforts to secure private financial contributions and will serve as the secondary liaison with an outside fundraising consulting firm in conducting an inaugural multi-million-dollar fundraising campaign. As part of a small team that covers the entire United States, this individual will be expected to travel approximately 20% of the year and must be comfortable communicating with a variety of contacts including Scholars and corporate and foundation executives. This individual must have a strong work ethic, solid communication skills (both oral and written), and be self-motivated, well-organized, and work well both independently and with others in teams. The ideal candidate should have at least three years of practical related development experience.

#### ***Position Responsibilities:***

- Work with internal staff and an outside fundraising consulting firm to launch and complete a major inaugural fundraising campaign
- Initiate dialogue and cultivate ongoing interactions with potential donors
- Educate potential donors about the corporation's mission and cultivate requests for financial support to grow and expand the corporation's mission

- Identify and research potential donors from an extensive prospect pool
- Assist with internal analysis and report to the Executive Director of Fundraising concerning developments regarding fundraising activities and campaign status
- Work directly with other internal departments to enhance prospecting efforts
- Extensive use of a customized database in addition to standard PC applications
- Recommend and help implement procedural improvements/efficiencies
- Perform general administrative duties; including data input, correspondence, proofing documents, etc.
- Various other duties as assigned by the Executive Director of Fundraising, President, other officers, and upper management of the corporation

***Requirements/Desired Skills:***

- Bachelor's degree, required; advanced degrees/certifications preferred
- Must have excellent written and verbal communication skills
- Must have strong project management and organizational skills
- Must have familiarity with philanthropic and fundraising best practices
- Must be a collaborative team player who enjoys working with others
- Thorough knowledge and experience working with Word, Excel, and Adobe Acrobat required
- Experience with Customer Relationship Management (CRM) software
- The training for this position will be on the job and provided by the Executive Director of Fundraising, upper management, and other corporate professionals, including guidance from an outside fundraising consulting firm

***Other Attributes:***

Strong awareness of corporate, private foundation, and collegiate sectors; marketing oriented; professional in demeanor and presentation; commitment to academic excellence; business-like communicator familiar with structured environments and deadlines; ability to effectively present ideas in detail at the boardroom level; strong commitment to the highest ethical business practices

***Benefits:***

National Merit Scholarship Corporation provides excellent benefits including a corporate-sponsored health care plan, Paid Time Off (PTO), flexible spending accounts (health care, dependent care, and transportation), and a very lucrative retirement plan.