



Solve M.E.

POSITION DESCRIPTION: Donor Relations Manager

Overview

Position Location: Remote within the United States (up to 15% travel time aligned with COVID-19 guidelines)
Reports to: Associate Director of Donor Relations
Salary Range: \$75,000-\$90,000

About the Role

The Donor Relations Manager is responsible for helping to build and maintain a robust Annual Giving and Recurring Donor Program at Solve. The current Program consists of approximately 2,000 annual fund donors, of which approximately 150 make ongoing monthly donations. This position will work with the Associate Director of Donor Relations and Development Services Coordinator to create and implement successful strategies and plans to qualify prospects and build relationships with donors, patients, caregivers, volunteers, and others in the ME/CFS and Long Covid communities.

About Solve M.E.

Affecting an estimated 20 million people worldwide, *Myalgic Encephalomyelitis (ME)*, often referred to as *Chronic Fatigue Syndrome (CFS)* or *ME/CFS* is a chronic, complex and severely debilitating disease that is most often triggered by an infection (in about 80% of cases). Symptoms affect several body systems and generally include post-exertional malaise (PEM), persistent fatigue, cognitive issues, sleep problems, weakness, muscle and joint pain. The nature and severity of symptoms vary and can be completely disabling. Currently there are no readily available diagnostic biomarkers, FDA approved treatments, or cures.

The global pandemic has given rise to the newest and perhaps most widespread post-infection disease - Long Covid - which is estimated to affect 10 – 20% of all SARS-Covid 2 patients. These patients, report symptoms that are often indistinguishable from ME/CFS – most often extreme fatigue, PEM and brain fog. Recent studies are beginning to uncover similar underlying pathophysiology for Long COVID as has been observed in ME/CFS: neuro-inflammation, metabolism/energy production, immune disfunction and vascular abnormalities- making the pursuit of treatments feasible, yet more urgent than ever before.

Solve ME/CFS Initiative (Solve M.E.) is a non-profit organization, established in 1987, whose original mission was to make ME/CFS understood, diagnosable, and treatable. Early in the pandemic, Solve recognized the relationship between ME/CFS and Long Covid and broadened its mission to include Long Covid and other post-infection diseases.

Solve is compelled by the overwhelming need to better understand **the connections between ME/CFS and Long Covid** as a means of identifying causes of and treatments for both. We are focused on bringing patient, government, scientific, medical, pharmaceutical, and donor/funding communities together in a way that can generate advances for these diseases.

Key Responsibilities:

- Leads the planning and implementation of the Annual Giving and Recurring Donor Program that supports organizational goals.
- Develop and oversee fundraising strategies, fundraising plan, and donor relationships - including donor recognition and stewardship - with a goal of meeting and exceeding annual budget.

- Monitors revenue results and develops forecasts and projections.
- With the Associate Director of Donor Relations, establishes effective policies and efficient moves management procedures and systems and uses metrics to measure performance.
- Supports the Associate Director of Donor Relations on campaign and special project planning and implementation.
- Works to identify, qualify, cultivate, solicit and steward current and potential prospects and donors.
- Prepares and works with staff, including Advocacy and Research, to prepare proposals, solicitations, and stewardship materials for the purposes of developing plans leading to strong pipeline of donors for the annual giving program.
- Analyzes wealth screened prospect data and assigns major donor prospects to Associate Director of Donor Relations.
- Works with Development Services Coordinator on reports and other materials used to assess progress and performance.
- Works with Associate Director of Donor Relations, Development Services Coordinator, and the Communications team to create communications strategies and plans for annual giving donors. This may include the oversight of annual impact reports.
- Manages cultivation and stewardship events including strategy development, planning/execution, and follow-up.
- Other duties as assigned.

Required Education and Experience:

- Minimum of five years of fundraising experience with an emphasis on individual giving and a demonstrated interest in the ME/CFS and Long Covid communities.
- Bachelor’s degree required.
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously- both individually and within a team-oriented structure- meeting benchmarks and goals in a timely fashion and without day-to-day supervision

Desired Qualifications and Skill Set

- Committed to and enthusiastic about the mission, programs, and services of Solve. Experience working in an industry and/or company in transition is a plus. Working in a patient-centric healthcare, or medical research organization is a plus.
- Experience in developing strategies and plans to successfully oversee and manage an annual giving program, including multi-year commitments.
- Knowledge of donor databases, particularly Blackbaud’s Raiser’s Edge and other fundraising tools/ software.
- Ability to build donors relationships based on the individual’s interests while achieving bottom-line results.
- Experience in the design and implementation of cultivation, solicitation, and stewardship strategies for prospects
- Ability to relate well to and inspire the trust and confidence of donors, their financial advisors, as well as the trust and confidence of colleagues.
- Results-oriented and a strong sense of responsibility for achieving personal fundraising goals.
- Capacity to manage and organize confidential information and to exercise discretion and sound judgement.

- Familiarity with IRS regulation as they relate to philanthropic giving and industry accounting and reporting standards.
- Excellent interpersonal and written communication skills.
- Able to lead multiple projects and meet deadlines.
- Ability to participate in donor events, including occasional evenings and weekends and involving occasional travel.

Compensation

We value work/life balance, and our team operates on a four-day work week and are committed to ongoing professional development. In addition, Solve offers a competitive salary and benefits package (including sponsored medical, vision and dental health plans). Compensation for this role will range from \$75,000-\$90,000 annually, depending on experience. Candidates at the top of the range will meet all required, preferred and bonus expectations.

How to Apply

Please send a resume and cover letter to solvecfs@solvecfs.org with “[Your Name] / Donor Relations Manager Application” as the subject line. Please include where you heard about the position in your email response.

Solve M.E. is an equal opportunity employer that values diversity and encourages applicants of all backgrounds to apply. Solve M.E. recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, genetic information, sexual orientation, disability, age, veteran status, and any other protected status in accordance with federal and applicable state and local laws.