

## **Keystone Symposia on Molecular and Cellular Biology**

### **Coordinator of Individual Giving**

The Keystone Symposia is a 50-year non-profit organization that convenes conferences within the biomedical sciences across the globe. The Coordinator of Individual Giving will serve as a key member of the Development team and will be responsible for building networks and securing gifts to advance our mission to discovery accelerate research within the biomedical and life sciences. Reporting to the President/CEO and working in close partnership with Director of Corporate Giving, the executive team and Board of Directors, the Coordinator of Individual Giving will implement a strategic fundraising plan to identify, cultivate, solicit, and steward individual and foundation donors at all giving levels and will personally manage donor relationships. The Keystone Symposia seeks to hire a dedicated professional to lead and integrate these efforts, manage donor relationships in a systematic and sustained way, identify potential new supporters, and significantly increase revenue in the years to come.

This position involves developing and executing strategy, direction, and donor cultivation for Keystone Symposia to garner endowed and annual gifts. This includes executing a comprehensive, integrated individual giving program with an emphasis on major and planned gifts and crafting a compelling case for support that creates meaningful opportunities for donors to invest in the Keystone Symposia's mission and grow contributions from individuals and family foundation donors and capital endowment campaigns.

The requirements for this position includes experience in executing a major individual donor program, success in building a major donor pipeline and proven track record in fostering professional relationships with high-net individuals. The applicant should have experience with overall donor relations and communications, and the demonstrated ability to influence and engage diverse audiences and to build long-term relationships, including experience leveraging executive-level staff and volunteers to achieve fundraising success.

#### Requirements:

The experience required for this position includes fundraising experience, including experience designing and implementing integrated individual giving programs. A Bachelor's degree is required. Experience in engaging with scientific thought leaders and researchers in the academic, biotechnology and pharmaceutical research sectors is strongly preferred. A successful candidate must have superior oral and written communications skills, including the ability to prepare proposals, reports, and related materials and the ability and willingness to travel.

This position is full time, and the salary range is \$100,000-\$130,000/year, depending on experience. Our generous benefits package includes vacation and sick time, Health, Dental, Vision, Life/Disability Insurance, and 401K with company match. Working either in our Silverthorne office or remotely in the Boston area is preferred. To apply, send resume to [careers@keystonesymposia.org](mailto:careers@keystonesymposia.org).