Manager, Major Gifts and Stewardship

GENERAL POSITION SUMMARY

The David Lynch Foundation is seeking a motivated, innovative and organized fundraising professional to support the Major Gifts program and help strengthen the organization's overall fundraising capacity during a period of rapid growth. The Manager, Major Gifts and Stewardship, will be responsible for all systems and processes related to major gifts fundraising for the foundation and will play a key role in stewardship of Major Gifts donors, particularly in the New York region.

The David Lynch Foundation is a national organization formed in 2005 by famed film director David Lynch. It is a closely knit and highly dedicated organization that works with youthful energy to fund the implementation of scientifically proven stress-reducing techniques for at-risk populations including abused women and girls who have been victims of domestic violence, veterans with PTSD, first responders such as fire fighters and police officers, inner city students, homeless persons, incarcerated persons, and others. Using an evidence-based approach, the Foundation has attracted the support of national-caliber foundations and individual donors as well as many well-known personalities in the news media, entertainment and music industries.

ESSENTIAL RESPONSIBILITIES

- Actively work to support the National Director of Development and the Executive Director with a comprehensive Major Gifts strategy to build process, pipeline and stewardship practices;

- Provide the primary logistical and organizational support to keep the Executive Director's significant Major Gifts contacts connected, engaged and involved;

- Support the prospect matrix and development plan for all major gifts donors;

- Provide and present statistical analysis of major gifts fundraising successes to National Director of Development and senior management team at regular intervals;

- Collaborate with Manager of Institutional Giving, Program Directors and Communication staff to create materials and reports to keep donors engaged in events, programs or projects they have helped fund;

- Assist the National Director of Development to facilitate annual appeal;

- Assist the National Director of Development to fundraise for specific programs or projects;

- Work with the Special Events Coordinator, other events team members and DLF Live team to implement events to involve new prospects and engage existing donors;

- Maintain annual membership program (Giving Circle) and work to implement future opportunities, such as a Young Leadership Committee;
• Work with Institutional Giving Manager and Database Coordinator to evaluate and improve office systems to support all Development projects and operations;

• Work with CFO and Database Coordinator to ensure accurate donor and gift record-keeping.

**REQUIREMENTS**

The Manager, Major Gifts and Stewardship will have a Bachelors Degree and at least 2-3 years of experience in a full-time major gifts or individual giving position of an established nonprofit institution of similar budget and complexity.

Additional requirements for the position are:

- Superb fundraising judgment and outstanding interpersonal and communication skills;

- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside the David Lynch Foundation;

- The ability to become, if not already, an articulate and genuine spokesperson on behalf of the David Lynch Foundation, its mission and its organizational culture;

**ABOUT THE DAVID LYNCH FOUNDATION**

The David Lynch Foundation, a 501(c)(3) not-for-profit organization, was established in 2005 to raise funds and provide grants for the implementation of scientifically proven stress-reducing modalities, including Transcendental Meditation, for such at-risk populations as:

- Underserved inner-city students
- Veterans with PTSD and their families
- Women and girls who suffer from violence and abuse

The David Lynch Foundation also funds independent university and medical school research to assess the effects of TM on academic performance, ADHD and other learning disorders, anxiety, depression, substance abuse, cardiovascular disease, post-traumatic stress disorder, and diabetes.

The effectiveness of the Foundation’s programs has been investigated at leading medical schools, including Harvard, Yale, UCLA and Stanford. In fact, over 340 peer-reviewed studies, including research funded by more than $26 million in grants from the National Institutes of Health, document the wide-ranging benefits of Transcendental Meditation for relieving stress, improving overall health, and boosting creativity and performance.

**MORE ABOUT THE POSITION**

This is a full-time, salaried position based in the New York City offices of the Foundation in Midtown Manhattan.

After an initial employment period, employees become eligible for the Foundation’s comprehensive employee benefits package, including: group health and dental plans, voluntary vision, life/AD&D and long-term disability insurance, 403(b), flex plans for medical, dependent and commuting expenses, TransitChek and paid time off.
Evening and weekend work and travel to the other locations of the Foundation (including Los Angeles, San Francisco, and other locations in which events and galas are held) will be occasionally necessary.

TO APPLY

Send resume, cover letter, and salary history and/or salary requirements to:

Darren Robertson, Human Resources Consultant, The David Lynch Foundation, at: careers@davidlynchfoundation.org. Only PDF or MSWord formats will be accepted. Please make “Manager, Major Gifts and Stewardship” the subject of your email.

The David Lynch Foundation is an Equal Employment Opportunity Employer.

For more information about the David Lynch Foundation, please visit www.davidlynchfoundation.org.