

American Epilepsy Society
Position Profile
Director of Development
<https://www.aesnet.org>

The Organization

The American Epilepsy Society (AES) is one of the oldest neurological organizations in the country. AES's mission is to advance research and education for professionals dedicated to the prevention, treatment, and cure of epilepsy. With more than 5,600 members, AES fosters interdisciplinary communication, scientific discovery, and clinical advancement. AES is headquartered in downtown Chicago, with a staff of approximately 28, and a \$10M + operating budget. The work environment is hybrid and flexible; remote arrangements may be considered depending on candidate location.

Position Overview

The Director of Development provides strategic leadership to build AES's development function from the ground up. Reporting to the CEO and serving as a member of the AES leadership team, the Director is responsible for designing, implementing, and managing a comprehensive fundraising program that supports AES's mission and long-term strategic priorities.

This is a hands-on, solo-position role ideal for an experienced development generalist who is ready to step into a more senior, organization-wide leadership position. The Director will operate both strategically and tactically, building development infrastructure, systems, and stewardship while managing individual, major and planned giving. This role is well suited to a high-potential fundraiser who thrives in a build-from-scratch environment, is comfortable managing major and principal gift relationships, and is eager to grow into campaign leadership as AES prepares for a future research campaign.

Position Responsibilities

- Develop and manage individual, major and planned giving programs aligned with organizational priorities.
- Provide strategic leadership for the design and implementation of AES's development infrastructure, systems, policies and procedures.
- Establish development systems including CRM, reporting, recognition and stewardship infrastructure.

- Partner with the CEO and Board of Directors to advance fundraising strategy and donor engagement.
- Working with an outside consultant, lead a formal campaign planning study to prepare for a potential \$25-\$35 million research campaign.
- Develop campaign-related messaging, prospect strategies, and donor engagement plans.
- Design and implement donor stewardship and recognition programs, including a giving circle.
- Support and engage the Board of Directors and volunteer leaders in fundraising and stewardship efforts.
- Develop and manage the development budget in collaboration with the CEO and finance team.
- Collaborate with finance and program staff to ensure donor intent, compliance and impact reporting.
- Support effective implementation of donor-funded programs as part of cultivation and stewardship strategies.
- Serve as staff liaison to the Development Committee and provide support to other related committees as needed.
- Other duties as assigned.

Position Qualifications

- Bachelor's degree required; advanced degree preferred.
- CFRE required or in progress.
- Minimum of 7 years of progressive fundraising and development experience.
- Demonstrated success securing major and principal gifts, including five-and six-figure gifts.
- Experience preparing organizations for capital or comprehensive campaigns.
- Demonstrated experience building or expanding a development function.
- Understanding of grants management
- Demonstrated experience working with volunteer committees.
- Strong relationship-building, communication, and project management skills
- Ability to operate effectively in a fast-paced, collaborative, and entrepreneurial environment.
- Experience with budget development and monitoring
- Proficiency in collaborative leadership and relationship management

- Strong experience with Microsoft Office suite (notably Excel, Word, Outlook, PowerPoint) and donor management systems.

Personal Attributes & Leadership Style

- Creative and strategic thinker.
- Comfortable working at strategic and tactical level
- Collaborative and adaptable, with the ability to work across teams and with volunteers.
- Excellent communication, relationship-building and project management skills
- Results-driven with strong analytical and problem-solving skills
- Innovative mindset and willingness to experiment with new approaches.
- Ability to work independently, with cross-functional staff teams, and with AES members/volunteers in a hybrid/remote setting.

Travel Expectations

- Travel to the AES Annual Meeting for an extended period and select meetings with donors, board members and external partners.

Compensation and Location

- \$140,000-\$165,000 annual compensation, plus benefits, including health, dental and vision insurance and eligibility to participate in a 401K retirement plan.
- This is hybrid role in Chicago, IL; however, consideration will be given to remote candidates depending on location.
- Applicants must be located and authorized to work in the United States on a full-time basis now and in the future. AES is not able to sponsor candidates requiring work authorization.

Search process: Submit resume with cover letter in confidence to Mary McMahon, marymc.enteract@rcn.com