

**Development Director**  
**Brain Research Foundation**

The Brain Research Foundation (BRF) works to advance understanding of brain function that will lead to better treatments and eventual cures of neurological disorders. Founded in 1953 with a focus on supporting innovative ideas and new directions in neurological research, BRF now funds this research through its Seed Grants and Scientific Innovations Awards and educates researchers and the general public about scientific progress and brain-related issues. BRF awards over \$1 million a year in grants; a healthy fund balance ensures that annual contributions go directly to grantmaking and program work.

BRF seeks a development director to plan and manage the fundraising that will enable growing support of research and programs over the next several years. Reporting to the executive director, the development director will also work closely with members of the BRF board. The position is located in Chicago.

**Responsibilities**

- Identify new opportunities and avenues for revenue growth and set priorities for the development work, working closely with the executive director and the board; create a development plan that reflects those priorities.
- With the executive director, develop a plan and goals for increasing corporate and foundation contributions; identify, cultivate, and maintain ongoing relationships with prospective corporate and foundation donors; develop proposals as appropriate.
- With the board development committee, create and implement a plan to increase contributions from individual donors, including major donors; establish goals and timelines for this work. Identify and cultivate potential new donors; nurture relationships with existing donors. Support the work of the board development committee, including, as appropriate, board-member fundraising efforts. Manage annual giving campaign.
- Assist in developing marketing and public relations strategy. Draft donor and other external communication including press releases, website content, newsletters, and reports. Help plan and run programs and events; oversee mailings. Staff the board marketing committee. Work with and manage external consultants as appropriate.
- Manage the website donations page; oversee the donor database. Develop revenue projections and budgets for all fundraising activities. Prepare appropriate financial reports and reports to funders.
- Support the executive director as needed, including attending board affairs committee meetings as appropriate; share in the tasks involved in keeping BRF's three-person office running efficiently and effectively.

**Qualifications**

- B.A.; a minimum of 7 to 10 years' relevant experience. Success raising funds and managing projects and experience with a not-for-profit board are critical. Experience in a small, busy office will be welcome.
- Proven ability to shape and manage a successful development program and successfully cultivate donors. Computer literacy is a must; experience with Sage Fundraising is a strong plus.
- Superb organizational, communication, diplomatic, and collaborative skills.

**Personal Qualities**

The successful candidate will bring creativity, entrepreneurial energy, a compelling presence, and outstanding judgment and interpersonal skills. She or he will have the ability to work on many fronts simultaneously, keeping both details and the big picture in mind. He or she will be able to see opportunities and set priorities while building and managing a wide variety of relationships, and will be able to tell a persuasive story about and be a passionate salesperson for BRF.

*This position is expected to be filled in January, 2012.*

*BRF is committed to workplace diversity; candidates from diverse backgrounds are strongly encouraged to apply.*

Further information about BRF is available at [www.theBRF.org](http://www.theBRF.org).

**To apply, please send a cover letter and résumé to Susan Himmelfarb at [BRF@himmelfarbgroup.com](mailto:BRF@himmelfarbgroup.com).**

**The Himmelfarb Group 708-848-0086 [www.himmelfarbgroup.com](http://www.himmelfarbgroup.com)**