



Director of Development and External Relations Food Allergy Science Initiative

Position Description

The Food Allergy Science Initiative (FASI) is an emerging organization with an urgent mission: inspiring and supporting scientific leaders to collaborate across disciplines and institutions, to catalyze transformative research into food allergies. This research will improve how we diagnose, treat and prevent food allergies for millions of adults and children living with them. Founded in 2016, FASI was incubated at the Broad Institute at MIT and Harvard and is now ramping up to become a fully independent organization. FASI's work has attracted significant funding and prominent researchers from across the country. FASI is now working with 18 different labs and close to 100 scientists.

This is an exciting opportunity to be one of the first members of a small, dynamic team working to support research to advance transformative evidence-based diagnostics, prevention and treatments. FASI is seeking a highly skilled, strategic, and creative development professional to become its first **Director of Development and External Relations (DDER)**. Reporting to the Executive Director, the DDER will create and implement a new fundraising program to fuel FASI's ambitious scientific vision.

Food allergies are a severe public health threat faced by millions worldwide, affecting 32 million in the U.S. alone. Very little is known about the science behind these allergies, and diagnostics and treatments remain limited. FASI has formed an interdisciplinary team of highly respected, top-tier scientists to solve this problem.

The ideal candidate will be a self-starter who is adept at working independently and as part of a small team in a start-up environment. They must have experience in a wide range of development activities including principal gifts, corporate and foundation giving, annual giving, and event management. The ability to translate and relay scientific content to a range of audiences and a strong commitment to the mission will be key to the new Director's success.

Primary Responsibilities

Partnering closely with the Executive Director, the Director of Development and External Relations will:

- Develop and grow a fundraising program from the ground up, including the identification, cultivation, solicitation, and stewardship of major and principal gifts donors, annual donors, and corporations and foundations.
- Help raise the profile of FASI and FASI scientists through the identification and advancement of opportunities around speaking engagements, communications, and events.
- Support and partner with the FASI Board of Directors to maximize their participation in advancing FASI's mission.

- Establish close working relationships with a wide variety of partners in order to successfully cultivate, solicit and steward major and principal gift donors, including the Scientific Director, Scientific Advisor and collaborating scientists.
- Develop the external communication function and strategies.
- Maintain advanced knowledge and understanding of development approaches and best practices in fundraising to effectively engage with donors and their funding representatives on charitable gifts.
- Serve as an effective spokesperson for the FASI’s mission and scientific activities through verbal and written communication.
- Complete additional duties as required.

Qualifications

- Proven track record of working in a fast-paced, matrixed organization with multiple stakeholders.
- Demonstrated success in identifying, cultivating, soliciting and closing 6/7-figure gifts.
- Experience in fundraising from individual donors, companies and government agencies.
- Adept at translating and relaying scientific content at a layperson level.
- Equally skilled at being entrepreneurial, independent and deeply collaborative.
- Excellent communication skills, organizational skills, and attention to detail.
- Adept at working in a start-up development environment; demonstrated ability to manage competing demands and changing pace of priorities; comfortable dealing with all levels of institute staff.
- Excellent interpersonal and communication skills; demonstrated diplomatic acumen and a professional demeanor and attitude.
- Strong sales and negotiation skills.
- Mission oriented.
- Excellent judgment and discretion.
- Knowledge of Raiser’s Edge or other similar donor databases.
- Bachelor’s degree required. Advanced degree preferred.

Additional Information

- This is a full-time position. Successful candidates are not required to work in Boston and remote candidates are encouraged to apply. Travel is required.
- Compensation is commensurate with experience and we offer a competitive benefits package including healthcare, 401(k) and vacation.
- Must be eligible to work in the U.S.

To Apply

Applications will be held in the strictest confidence. To apply, please email a resume and cover letter (including the words “Development Director” in the subject line) to the Food Allergy Science Initiative at: info@foodallergyscience.org

It is the policy of the FASI to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with

regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.