



**Job Title:** Director of Philanthropy, Major Gifts  
**Reports To:** Assistant Vice President of Philanthropy  
**FLSA Status:** Full-Time, Exempt  
**Date:** March 2026

**About NBTS:**

National Brain Tumor Society (NBTS) unrelentingly invests in, mobilizes, and unites our community to discover a cure, deliver effective treatments, and advocate for patients and their care partners. NBTS is a leading policy advocacy and research organization as well as a convener of brain tumor research leaders including industry, regulators, funders, clinicians, researchers, and patient advocates. We also provide resources and personalized support to patients and families, and we bring all members of the brain tumor community together each year through our walks, races, community events and Gray Nation Endurance programs. Our results include paradigm-shifting research discoveries, the development of new treatments, increased federal funding for brain tumor research, innovative new clinical trials, and opportunities for entrepreneurship and venture philanthropy to benefit brain tumor research and health care delivery.

While we have seen significant progress in terms of scientific understanding of brain tumor biology, we are unsatisfied with the status quo of today's treatment options. NBTS continues to invest in new ideas and research poised to incent the development and realization of treatments that dramatically increase survival and quality of life for patients.

**Position Summary:**

The Director of Philanthropy will collaborate with the Assistant Vice President (AVP) of Philanthropy to identify, cultivate and steward a portfolio of \$10K+ donors for the National Brain Tumor Society. Additionally, they will drive high-level philanthropic investment for the NBTS Brain Tumor Investment Fund (BTIF). This role is designed for a strategic, independent fundraiser capable of navigating complex gift discussions and engaging executive leadership to secure transformative support for brain tumor research and treatments. This is a front-facing role and the candidate will thrive in building relationships and making solicitations in a direct, face-to-face manner.

The ideal candidate will have the ability to exercise good judgment and professionalism in a variety of situations, with strong written and verbal communication, organizational and people skills, and the ability to balance multiple priorities. The individual must have the ability to work independently and collaboratively on projects, from conception to completion, and work under pressure to handle a wide variety of activities and confidential matters with discretion. The Director of Philanthropy, Major Gifts will have the opportunity to work with a fiercely dedicated and supportive team of development professionals, committed to improving the lives of brain tumor patients.

### **NBTS Essential Duties and Responsibilities:**

- **Revenue Generation:** Support the AVP of Philanthropy to identify and close funding opportunities that meet or exceed annual fundraising goals.
- **Portfolio Ownership:** Manage a select portfolio of high-net-worth individuals with the capacity for 5 and 6-figure gifts.
- **Executive Liaison:** Act as the bridge between prospective donors and NBTS leadership ahead of key solicitations.
- **Mission Advocacy:** Translate complex programmatic goals into compelling philanthropic opportunities while exercising the ability to represent NBTS's values and mission.
- **Stewardship:** Design and execute personalized stewardship plans for assigned portfolio to ensure donors are informed of the impact of their philanthropy.
- **Prospecting and Cultivation:** Identify, research and cultivate new prospects for consideration, building out sophisticated moves management plans that engage NBTS leadership or cross-departmental collaboration as needed.
- **Proposal Leadership:** Independently facilitate the end-to-end proposal development process, inclusive of collaborating with colleague departments as needed, and lead solicitations for funding.
- **Donor Relationship Management:** Building and maintaining strong relationships with current and new donors, inclusive of effective communication, stewardship, and donor recognition.
- **Mission Embodiment:** A deep commitment to and belief in NBTS's mission, values, and community is essential for motivating donors and supporters.
- Other duties as assigned.

### **BTIF Essential Duties and Responsibilities:**

- **Revenue Generation:** Identify and close funding opportunities that provide a minimum of \$500K in new revenue for the NBTS Brain Tumor Investment Fund (BTIF) annually.
- **Portfolio Ownership:** Manage a select portfolio of high-net-worth individuals, family offices, and institutional partners with the capacity for 5 and 6-figure investments.
- **Strategic Development:** In collaboration with the AVP and Chief Development Officer, develop a comprehensive fundraising strategy for achieving annual fundraising goals.
- **Active Prospecting:** Conduct prospecting on an ongoing basis with a goal to identify at minimum two viable prospects for research and discussion each month.
- **Moves Management:** Conduct prospect research on highly qualified prospective donors, building out sophisticated moves management plans that engage NBTS or BTIF leadership and cross departmental collaboration as needed.
- **Reporting & Accountability:** Participate in internal BTIF Fundraising Strategy meetings, providing a detailed report out on current opportunities, stewardship, and cultivation activities.
- **Proposal Leadership:** Independently facilitate the end-to-end proposal development process and lead solicitations for funding.

### **Education and Experience:**

- Bachelor's degree or equivalent prior work experience required.
- 7-10 years of professional fundraising or business development experience required, with at least 3 years specifically in major gifts or venture philanthropy.

### **Required Skills, Knowledge, and Abilities:**

- **Proven Track Record:** Demonstrated experience closing \$50K-\$100K+ gifts, ideally within life sciences, venture philanthropy, or health-related nonprofits.
- **Donor Relationship Management:** Building and maintaining strong relationships with current and new donors, both individual and institutional, is vital. This includes effective communication, stewardship, and donor recognition.
- **Communication:** Exceptional written and verbal communication skills, including the ability to distill clinical or investment-heavy information into a persuasive case for support. Demonstrated ability for writing for a development audience, with strong proofreading and editing skills.
- **Strategic Mindset:** Ability to build a "road map" for a donor that spans several years and multiple touchpoints with executive leadership. Demonstrated ability to meet fundraising goals, to plan moves management strategies, and to interact effectively with a wide range of constituents.
- **Initiative:** Demonstrated ability to independently facilitate proposals while maintaining alignment with a larger development team, and manage multiple projects and activities simultaneously.
- **Teamwork:** Ability to work cooperatively and cross functionally, and to communicate effectively in a virtual team environment.
- **Organization:** Strong organizational skills, ability to prioritize work, attention to detail, and ability to think strategically and execute plans to completion.
- **Flexibility:** Proven flexibility to effectively respond to changing circumstances and priorities.
- **Professionalism:** Ability to maintain confidentiality of records and information, diplomacy, tact, and professionalism in actions and appearance.
- Strong computer competency, including all MS Office and data-gathering tools; familiarity with events platforms and Salesforce or equivalent fundraising and constituent relationship management software (CRM) a plus.
- Valid driver's license required. This role involves national, regional and local travel to meetings, events and donor visits requiring access to a car.

### **Work Environment:**

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this role.*

- **Location: Remote/Hybrid (Boston-based)**
- Work primarily performed in a remote home office environment, which must be located in the Eastern Time Zone of the United States. Candidates local to the greater Boston area preferred.
- Remote work must be performed in the employee's state of residence at time of hire.
- Normal hours for this role are 9 a.m. to 5 p.m. ET, Monday through Friday. Occasional attendance at NBTS events or meetings may be required on the weekend or outside of normal hours.
- Valid driver's license required. This role involves local travel to meetings, events and donor visits requiring access to a car.
- **Domestic travel by car and/or plane is required at least 2x per month**, up to 20% of the time. Travel may be inclusive of day travel for meetings, overnight travel for events or a combination of both.
- This role is largely sedentary and requires sitting or standing in a stationary position for extended periods of time. This role frequently involves communicating on the phone and operating a computer for at least 70% of the work day.

**Total Rewards:***Compensation:*

- The anticipated compensation range for this role is \$90,000.00 - \$120,000.00 per year, plus benefits.
- Final offers are based on relevant compensable factors. These may include the candidate's skills and experience, the role's expectations and level of responsibility, geographic location, and a careful comparison of internal pay equity factors for similarly situated positions within our organization.

*Benefits:*

- HMO and PPO Health Insurance, Dental and Vision Insurance
- Employer-funded Health Reimbursement Account (HRA)
- Flexible Spending Account (FSA) - medical and dependent care accounts available
- 100% employer-paid Group Term Life Insurance, Short-Term Disability Insurance, and Long-Term Disability Insurance
- 401(K) plan with 3% employer match (4-year vesting schedule applies)
- Employee Assistance Program
- Financial Planning and Wellness Assistance Program
- 11 paid holidays per year
- 20 accrued vacation days per year
- 10 accrued sick days per year
- 2 personal days and 2 floating holidays per year
- Diversity, Equity, and Inclusion workgroup
- Employer-paid membership in MassBio, a leading life sciences professional organization
- Flexible work environment with remote and hybrid work options available for most roles
- Positive, collaborative, and transparent organizational culture with a commitment to continuous feedback, high performance, and career development

**How to Apply:**

Email your resume to [careers@braintumor.org](mailto:careers@braintumor.org), or apply through the NBTS Jobs page on LinkedIn. Cover letters are encouraged, but not required.

*NBTS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, color, national origin, actual or perceived sex, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information or other applicable legally protected characteristics.*