



ANNUAL GIVING COORDINATOR

Full Time, Exempt



ABOUT NAF

Ataxia is a rare neurological disease affecting tens of thousands of people in the US and many thousands more around the world. It is progressive, affecting a person's ability to walk, talk, and use fine motor skills.

The National Ataxia Foundation (NAF) was established in 1957 to help persons with Ataxia and their families. Our mission is to accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia. NAF's vision of a world without Ataxia will be accomplished through our primary programs of funding Ataxia research, providing vital programs and services for Ataxia families, and partnering with pharmaceutical companies in the search for treatments and a cure. We work closely with the world's leading Ataxia researchers and clinicians, promoting exchanges of ideas and innovation in Ataxia discovery.

Company Profile

Location
Minneapolis, MN

Size
22 staff members

FY 2025 Revenue
\$13.2 million



VISION

A world without Ataxia.

MISSION

To accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia.

ENSURING THAT NO ONE EXPERIENCES ATAXIA ALONE, UNTIL NO ONE EXPERIENCES ATAXIA, PERIOD.

Core Values

NAF's values are grounded in our passion and empathy for the Ataxia community.

- **Caring** – We respect one another and those living with Ataxia.
- **Motivated** – We use our passion to inspire our community to act NOW!
- **Collaborative** – We evolve together and support each other to achieve our mission.
- **Impactful** – We listen to our members to build creative, meaningful programs.
- **Accountable** – We are transparent in our words, actions, and results.





FISCAL YEAR 2025 HIGHLIGHTS

- **\$3.3M+** spent on research and drug development initiatives
- **\$1.2M+** spent on education and support programs
- **80%** of our expenses **directly support** the programs we offer
- **18 Ataxia research grants** awarded
- **674 local support group meetings** hosted
- **99 advocacy meetings** with members of Congress
- **41 clinicians trained** at NAF's Ataxia Clinical Training
- **43 NAF Ataxia Centers of Excellence** around the world

WAYS WE FULFILL OUR MISSION





POSITION DETAILS



Annual Giving Coordinator

Reports to Senior Development Manager
Full Time, Exempt

Compensation
\$55,000-\$65,000+
potential for bonus

Location

All work is performed remotely, with required quarterly travel for staff collaboration events. Applicants must have reliable internet service from their location.

Position Summary

The Annual Giving Coordinator plays a vital role in growing and sustaining NAF's individual donor base. This position is primarily responsible for coordinating NAF's annual giving program – including direct mail and email appeals, year-end and research campaigns, monthly giving, and donor acknowledgment – while also providing logistical and administrative support for volunteer-led events.

Qualifications

Required

- Bachelor's degree.
- 3+ years of experience in annual giving fundraising with a non-profit organization.
- Experience working within a donor database/CRM (e.g., Raiser's Edge, Salesforce, DonorPerfect, or similar).
- Excellent written communication skills, with the ability to draft clear, donor-centered correspondence.
- Experience with email marketing or fundraising platforms (e.g., Constant Contact, GiveSmart, QGiv, etc).
- Experience supporting peer-to-peer or third-party fundraising events.
- Strong organizational skills and attention to detail, with the ability to manage multiple deadlines and campaigns simultaneously.



Preferred

- Experience supporting donor stewardship events or campaigns.
- Experience in rare disease, biomedical research, healthcare, or patient-impact nonprofits.



Core Competencies

To be successful in this role, candidates should possess the following:

- **Empathy and Compassion** – Passionate about enhancing the quality of life for individuals and families impacted by Ataxia. Exhibits a keen ability to empathize with others, approaching all interactions with kindness and a deep concern for the well-being of the Ataxia community.
- **Cultural** – Demonstrates a deep respect for diversity in all its forms, including race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability or disability, and religious or political beliefs.
- **Donor Centered** – Collaborative spirit with a desire to ensure all donors understand the impact of giving to NAF.
- **Results Oriented** – Driven by clear goals and philanthropic impact; thrives in a metrics-informed environment.



Key Responsibilities

Annual Giving

- Execute annual giving activities including direct mail solicitation letters, digital campaigns, peer-to-peer fundraising, monthly giving, special appeals, etc.
- Manage all direct mail and email strategies to ensure the best results possible, including message, content, and segmentation, utilizing the analytics available for maximum success.
- Draft, proof, and coordinate production and distribution of donor communications, including appeal letters, e-blasts, acknowledgment letters, and impact updates, in partnership with the Communications team.

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- Support the growth and retention of NAF's monthly/recurring giving program, including donor outreach and renewal reminders.
 - Revitalize new donor welcome series and institute donor acquisition strategies to build NAF's donor base.
 - Maintain accurate donor records, segment mailing and email lists for targeted appeals, and track campaign performance against goals.
 - Effectively utilize data analytics to identify trends in donor giving to determine the optimal approach when developing, implementing, and measuring campaigns.
 - Stay current on annual giving best practices and maximizes use of data and other resources to make strategic recommendations and implementations.

Event & Logistics Support

- In collaboration with Development Managers and Events Manager, provide logistical support for fundraising events, including donor events, peer-to-peer campaigns, and regional walks and rides.
- Assist with ordering and shipping event materials and supplies, and support day-of logistics as needed.
- Support timely post-event donor and participant acknowledgment.
- Coordinate budget and expenses for volunteer-led events with Senior Development Manager.
- Create and update fundraising webpages for fundraising events, ensuring consistency and unified voice.

Additional Notes

- This is a remote position, with some travel. All travel expenses are paid. Reasonable accommodation will be made for individuals with disabilities to perform essential job functions.



Benefits Offered

- Medical, Dental and Vision Insurance
- Healthcare flexible spending accounts, FSA or HSA
- Employer-paid basic term life insurance
- Short-term and long-term disability

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- Paid parental leave program
 - Sick Leave, earn up to one day per month
 - Vacation, 15 days per year (20 days after 5 years of service)
 - 9 paid holidays plus annual office closure between Christmas and New Year's
 - 401(k) plan with employer match



How to Apply

To apply, email your cover letter and resume to Sandi Smith at sandi@ataxia.org. Please note "Annual Giving Coordinator" in the subject line.

EEOC Statement

NAF is committed to equal employment opportunity. We do not discriminate in recruitment, hiring, or any other employment practices for reasons of race, color, gender, religion, national origin, gender identity, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

Work Authorization

Applicants must be legally authorized to work in the United States without current or future employer sponsorship. NAF is unable to sponsor employment visas.