



PHILANTHROPY 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 Chief Development Officer
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 Philanthropy Coordinator plays a key role in supporting NAF's fundraising strategy by identifying, researching, and profiling prospective donors, and by helping to strengthen relationships with current donors through excellent stewardship and accurate, well-organized data. This role combines analytical research work with donor-facing relationship support, and is well suited to someone who is detail-oriented, resourceful, and motivated by the opportunity to help accelerate research and improve the lives of people affected by ataxia.

Qualifications

Required

- Bachelor's degree.
- 3+ years of experience in prospect research and/or donor relations.
- Familiarity with prospect research tools and databases (e.g., DonorSearch, iWave, WealthEngine) and public records research.
- Familiarity with moves management principles and major gift fundraising cycles.
- Experience working within a donor database/CRM (e.g., Raiser's Edge, Salesforce, DonorPerfect, or similar).

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- Strong analytical and writing skills, with the ability to synthesize research into clear, actionable donor profiles and briefings.
 - Strong interpersonal and written communication skills, with a customer-service orientation toward donors and internal colleagues.
 - High level of professionalism, discretion, and judgement.

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

Prospect Research

- Conduct in-depth research on individual, foundation, and industry prospects using wealth screening tools, public records, and other research databases to identify capacity, philanthropic history, and giving affinity.
- Prepare clear, concise donor and prospect profiles and briefings for relevant staff and board members in advance of meetings, solicitations, and events.

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- Conduct wealth screenings and predictive analytics on existing donor and membership files to identify new major gift, planned giving, and mid-level giving prospects.
 - Monitor news, philanthropic databases, and public filings (e.g., IRS Form 990s, SEC filings, news alerts) to track prospect and donor milestones relevant to cultivation and stewardship.

Donor Relations & Stewardship

- Support the donor stewardship cycle, including acknowledgment letters, gift receipts, impact reports, and recognition activities, ensuring timely and accurate donor communications.
- Help coordinate donor stewardship touchpoints such as thank-you calls, personalized updates, and recognition in NAF communications and events.
- Monitor and ensure all sponsorship and agreement related benefits are met within the defined time period in collaboration with NAF Research staff.
- Assist with the planning and execution of donor cultivation and stewardship events (virtual and in-person), including guest research and briefing materials.
- Execute touchpoint cadences across the donor portfolio to ensure consistent and relevant communication.

Portfolio & Moves Management

- Support portfolio management by helping build and maintain qualified prospect pipelines for gift officers, in partnership with the Chief Development Officer.
- Lead monthly check-ins and actively participate in portfolio review and prospect management strategy discussions.
- Generate regular reports and dashboards on prospect pipeline activity, research output, and donor engagement metrics for the Development team and leadership.
- Identify and suggest improvements to prospect research workflows, tools, and data management practices to enhance team efficiency and output quality.

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

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