

Assistant Director, Foundation Operations

The ARVO Foundation for Eye Research is a nonprofit charitable organization based in Rockville, Md., and is the fundraising arm of the Association for Research in Vision and Ophthalmology (ARVO). Our mission is to serve as a global catalyst for innovation, workforce development and collaboration for scientists worldwide who are engaged in sight-saving research.

ARVO's Foundation exists to support the needs of eye and vision scientists. Formed just over one decade ago, the Foundation has strong support for travel grants with a growing base of awards, fellowships, funding communities such as the Dowling Society, year-end and planned giving campaigns.

The Assistant Director of Foundation Operations reports to the Chief Operating and Financial Officer and is responsible for developing, managing, and implementing operating processes and procedures, establishing documentation, and maintaining internal and external stakeholder relationships for the Foundation. To be successful, this position must work collaboratively with staff across all functional areas.

Participation in strategy development is another aspect of this position. Operations and strategy development are achieved through maintaining key stakeholder relationships, including the Foundation Board of Governors, Executive Director, ARVO staff, donors, and sponsors. Providing the highest quality service to all stakeholders aligns with ARVO's staff values and is essential to this role.

Key responsibilities include:

- Manages Foundation Board and committee governance content, including scheduling meetings, developing agendas, Foundation's annual report, support materials, and maintaining key governance documents
- Assists in exploring new Foundation funding opportunities
- Manages and implements Foundation fundraising plans
- Provides critical Foundation communications to internal and external stakeholders on fundraising targets and opportunities aligned with ARVO needs
- Manages all aspects of the Annual Meeting matching gift campaign and the Year-end campaign including securing donors, creating the communications plans and designing/ordering all campaign materials.
- Manages and oversees all aspects of the development of the ARVO Foundation Gala, including fundraising, sales, promotion, program development and awardee and host committee communications
- Manages fundraising for the Women in Eye and Vision Research (WEAVR) event

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- Oversees the Developing Country Eye Researcher Travel Fellowship (DCERF) program, including program fundraising, recipient application and selection, communications and logistics for recipients, and support for meeting mentors
- Works with Awards & Grants staff to ensure all awards and travel grants meet the intentions of the donors; ensure all awards are recognized appropriately
- Manages website content for the Foundation following ARVO brand guidelines
- Partners with Mar/Comms staff to implement year-round marketing/communications plans, including special campaigns and initiatives
- Reviews and reconciles monthly donations reports with member and donor data reporting results to the Finance staff
- Maintains confidential database of donor and prospect information for solicitations, recognition and invitations to events, audits records to ensure the accuracy and integrity. Prepares reports upon request

Key qualifications include:

- Bachelor's degree or comparable work experience
- Minimum of 5 years' experience in project management involving operations across teams.
- Experience working directly with donors, sponsors and in public relations/marketing is a plus
- Some experience in or exposure to donor cultivation, grant writing, contracts management, and special events management
- Experience partnering and collaborating externally with volunteer leadership and internally across departments and teams.
- Excellent written and verbal communication skills and demonstrated ability to interact effectively with high-level professionals
- Positive, customer service friendly attitude is critical
- Demonstrated strength in problem-solving, detail-oriented, and able to multi-task
- Experience working with international customers and familiarity with the academic research environment are plus
- Strong MS Office Suite skills, database management, and project planning tools experience is desired
- Travel to the ARVO Annual Meeting is required. Additional travel to be determined in order to meet the needs of donors



What we offer:

ARVO and the ARVO Foundation are committed to supporting our employees by providing competitive compensation, outstanding benefits, and professional development opportunities. We offer comprehensive medical, dental, life and disability insurance, FSA, matching retirement savings, telework *(3 days per week), flexible work schedule options, and more.

*ARVO provides the option of 100% telework through December 31, 2021. Beginning January 3, 2022, we will operate on a 3 days per week telework basis.

For consideration, please submit your resume, including a cover letter stating your salary requirements, to hr@arvo.org.

Learn more about the [ARVO Foundation for Eye Research](#).

ARVO values diversity and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.