

# MOFF | Cure ALS

Position: Development Coordinator

Location: Remote from anywhere in California (San Luis Obispo County is preferred)

Salary: DOE (\$60,000-\$75,000)

Full-Time (occasional weekend work required to support fundraising events)

Start Date: May 2022

## About Us:

MOFF was founded in San Luis Obispo (SLO), CA in April, 2012 by Martha and Larry Fernandez. Martha passed away from bulbar amyotrophic lateral sclerosis (ALS) in December, 2012. Her vision for MOFF was to find a cure for ALS by putting all money raised towards scientific research. Through the Fernandez family's experience with the disease, they recognized the Central Coast of CA provided limited resources and support to ALS families. Today, MOFF works to fund ALS research projects and provide for the underserved ALS patients and their families on the Central Coast of CA.

## Position Summary:

As the development coordinator for MOFF, you will lead our ongoing fundraising and operational needs. You will report to the program director. We are looking for a candidate who has experience coordinating nonprofit fundraisers and campaigns. In this role you will organize mission-oriented initiatives, collaborate with board members, and develop and nurture donor relationships. You will also assist with administrative tasks and software implementation. Our ideal candidate will have three to five years of fund development experience, preferably in the healthcare or nonprofit industry.

## Principle Duties:

- Planning and evaluating fundraising campaigns and activities
- Managing the organization's fundraising budget
- Double annual fundraising by diversifying MOFF's existing fundraising structure
- Identifying and stewarding prospective donor relationships
- Recruiting and training fundraising staff and volunteers
- Staying on top of fundraising trends and the nonprofit community
- Interfacing with the Board of Directors and presenting materials to stimulate participation

## Qualifications/ Preferred Skills:

- Bachelor's degree or equivalent work experience in a related field
- Previous nonprofit organization experience
- 3-5 years of fund development experience
- Marketing/graphic design experience
- Strong written and interpersonal communication skills
- Experience using nonprofit software i.e CRM, event planning software and other fundraising technology
- A connection to the ALS community or basic knowledge of neurodegenerative diseases
- Experience using both Microsoft Office and Google Suite

Please submit your resume and cover letter to The Martha Olson-Fernandez Foundation at [mofffoundation@gmail.com](mailto:mofffoundation@gmail.com).

MOFF is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.