

Melanoma Research Alliance

POSITION: Associate, Development
REPORTS TO: Director, Development Operations
LOCATION: Washington, DC (Hybrid: On-site at least 3x per week required, fully remote is not an option).
POSITION TYPE: Full-time, Exempt

Join Us: Make Breakthroughs Possible

At the Melanoma Research Alliance (MRA), we believe bold science saves lives. As the world's largest non-profit funder of melanoma research, MRA has fueled more than \$200 million in scientific grants and research investments that have accelerated 19 FDA-approved treatments, transforming the outlook for patients with melanoma and other cancers, and their families worldwide.

Founded in 2007 by Debra and Leon Black, MRA brings together scientists, industry leaders, advocates, and patients to advance prevention, diagnosis, treatment, and survivorship in melanoma, the deadliest form of skin cancer.

Yet our work is far from over. Each year, more than 330,000 people are diagnosed with melanoma globally, and only about half of patients with advanced disease respond to available therapies. The need for bold, innovative research has never been greater.

Every dollar we raise goes directly to research thanks to the generosity of our founders who cover 100% of MRA's operating costs. We move fast, collaborate deeply, and never lose sight of why we do this: to save lives.

Join us in driving the next wave of breakthroughs. www.curemelanoma.org

Position Summary

The Associate, Philanthropy is a key member of MRA's Development team, supporting major gifts, foundations, donor advised funds, family offices, and strategic philanthropy initiatives.

This position combines donor engagement, relationship and project coordination, research and operational excellence. Working closely with MRA's CEO and development leadership, the Associate will help ensure every donor interaction is thoughtful, personalized, and advances long-term relationships.

This position is ideal for an early-career professional who is eager to build a career in philanthropy. The Associate will receive mentorship from MRA's CEO and Development leadership while gaining hands-on experience in major gifts, foundation fundraising, donor stewardship, and nonprofit leadership.

Primary Responsibilities

Major Gifts & Foundation Relations

- Support cultivation, solicitation, and stewardship activities for major donors, foundations, family offices, and donor advised funds.
- Prepare donor briefing materials, biographies, giving histories, meeting agendas, and background research.
- Draft donor correspondence, proposals and stewardship updates.
- Track donor interactions and ensure timely follow-up on commitments and next steps.
- Conduct prospect research on individuals, corporations, and foundations.

Donor Strategy & Portfolio Management

- Maintain moves management strategies across the philanthropy portfolio.
- Prepare fundraising dashboards, pipeline reports, and portfolio updates.
- Monitor proposal deadlines, pledge payments, stewardship deliverables, and reporting schedules.
- Maintain accurate donor records and documentation within Salesforce.

Executive & Donor Engagement Support

- Prepare briefing materials for CEO and senior leadership donor meetings.
- Coordinate donor visits, board engagement opportunities, and cultivation events.
- Capture meeting notes, action items, and follow-up plans.
- Support stewardship efforts for MRA's highest-level philanthropists and board members.

Development Operations

- Assist with foundation proposals and grant reporting.
- Support fundraising campaigns and special philanthropy initiatives.
- Ensure donor information is complete, accurate, and current.

Events & Stewardship

- Support donor cultivation events, scientific meetings, and leadership gatherings.
- Assist with guest management, event logistics, briefing materials, and post-event follow-up.
- Help create exceptional donor experiences that strengthen long-term engagement with MRA.

What You Bring:

- Bachelor's degree required.
- 1–3 years of professional experience in fundraising, nonprofit management, communications, project management, customer relations, relationship management or a related field.
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities with attention to detail.
- Ability to manage multiple priorities and possess a high degree of professionalism, discretion, and sound judgment.
- Curiosity and eagerness to learn about philanthropy, biomedical research, and healthcare.
- Ability to anticipate needs, solve problems proactively, and take ownership of projects.
- A desire to build a long-term career in philanthropy and fundraising
- Proficiency with Microsoft Office required; experience with Salesforce or similar CRM preferred.

Compensation & Benefits

MRA is committed to salary transparency. The salary range for this position is \$55,000-\$70,000 commensurate with experience. This role is also eligible for performance-related bonus opportunities.

Benefits include:

- Hybrid work environment
- Comprehensive medical, dental, and vision coverage
- 403(b) retirement plan with 5% employer match with immediate vesting
- Generous paid time off and paid holidays
- Paid parental and family leave
- Life and disability insurance
- Flexible Spending Accounts
- Professional development support, conferences, scientific forums, and leadership learning opportunities

The Fine Print:

- This position is based in Washington, DC requires employees to be on-site at least three days per week. Fully remote work is not an option for this role. We kindly ask that only applicants who meet this location requirement apply, as remote candidates will not be considered. No relocation will be offered.
- Limited travel for MRA events.
- Successful candidates will be subject to an authorized background check.
- We are interested in qualified candidates who are eligible to work in the United States. Please note, we are not sponsoring visas at this time, being authorized to work in the U.S. is a precondition of employment.

What It's Like to Work at MRA

At MRA, purpose drives everything we do. Our team works alongside some of the world's leading researchers, physicians, industry executives, philanthropists, and patient advocates to accelerate breakthroughs that save lives.

As part of a highly collaborative and agile organization, team members are able to work across disciplines — from science and development to communications and patient engagement — contributing directly to global progress in melanoma research and care. MRA values innovation, strategic thinking, collaboration, and a shared commitment to making meaningful impact for patients.

Ready to apply:

Please send a cover letter and resume to employment@curemelanoma.org with the following subject line:

Associate, Development

Only short-listed candidates will be contacted.

No phone calls please. All inquiries will be held confidentially.

What you can expect if you move forward in the recruitment process:

- Initial interview with MRA's Director of Development Operations (45 minutes).
- Interview with MRA's Senior Associate of Development Operations (30 minutes)
- If you are selected for the final round, virtual or in-person interviews with MRA's Chief Executive Officer
- Reference check and background check.
- Offer to the selected candidate.

Our culture and commitments:

Every person at MRA is treated with respect, supported with resources and training, and exposed to a broad range of experiences. We foster a space for growth with opportunities to share knowledge and passion with colleagues and the scientific and patient communities we serve. Our leadership is actively involved in our commitment to fostering a culture that creates opportunities for everyone.

MRA upholds an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, ancestry, religion, sex, sexual orientation, gender identity or expression, marital status, age, physical or mental ability, veteran status, military obligations, genetic information, or any other basis protected by applicable law. This policy applies to all applicants, employees, consultants, and third-party workers.

To request a disability accommodation to participate in the job application or interview process, please contact us at info@curemelanoma.org.