



Development Manager

The Development Manager is responsible for management of the organization's individual donors, primarily focused on peer-to-peer campaigns, volunteer programs, and community wide campaigns, and lending support in grants and corporate relations. The Development Manager will work with the Director of Development and the Chief of Staff and Strategy to identify new and prospective donors, expand peer-to-peer and DIY opportunities, expand corporate partners and foundation partners, cultivate these relationships, and provide support in management and stewardship duties. This position has the option of working remotely.

This position reports to the Director of Development.

The Foundation for Sarcoidosis Research (FSR) The Foundation for Sarcoidosis Research (FSR) is the leading international non-profit organization dedicated to accelerating sarcoidosis research initiatives and supporting those impacted by sarcoidosis. FSR was established in 2000 and since then, FSR has fostered over \$7 million in sarcoidosis-specific research and has provided educational and support resources to thousands of people worldwide.

(80%) Primary Duties and responsibilities include:

- Works directly with FSR- GSCA Volunteers to manage logistics for Volunteer-Led (peer-to-peer) Fundraising Events. Responsibilities include:
 - Empower volunteers with idea sharing, mentorship, and support
 - Working with volunteers to prepare budgets and forecasts, and compiles summaries of total event costs, event emergency plans, insurance documents, contact lists
 - Managing event plans for events including catering needs, event/room set-up, risk management (police, fire, EMS), A/V equipment, transportation, and hotel (if needed)
 - Supporting volunteers in identifying day of logistical support, contracts, and local volunteers.
 - Investigating and securing vendor contracts and permits
 - Building out ticketing and fundraising pages for all GSCA volunteer events
 - Coordinating all vendors associated with local programs

- Coordinating the selection and delivery of all educational and table materials associated with these events
- Work with Peer-to-Peer fundraisers to secure successful events including developing plans, marketing strategy and messaging development, materials and logistic support, and all follow-up and reporting.
- Manage and execute the development of resources and distribution efforts to foster individual giving and P2P fundraising efforts including fundraising guides, toolkits, training resources, strategies to foster and promote fundraising within all levels of organization.
- Support organization fundraising campaigns including Annual Awareness fundraising campaign/events, spring and year-end appeal, and individual giving campaigns
- Plan and direct FSR's Thank-at-thon monthly outreach by staff
- Manage and grow FSR's participation in marathon opportunities
 - Apply for charity status and manage all reporting and requirements Manage recruitment, onboarding, coaching volunteers, and day of logistics

(20%) Secondary Duties include:

- Generate and design resources for partner and donor calls and in person meetings including coordinating calls and meetings, development of PowerPoint presentations, sell sheets, sponsorship guides and produce background information pertaining to the partner or donor relevant for the discussion as well as direct necessary follow-up.
- Prospect, solicit, execute, and steward grant proposals to secure corporate and
- Support in the creation of grant reports.
- Identify and secure corporate and foundation matching opportunities and develop plans to encourage engagement by the FSR community
- Direct all acknowledgment and fund receipt processes for donors
- Support monthly and annual reconciliations with Finance to ensure accurate accounting of revenue and expenditures for the Development Department
- Support annual audits
- Manages, schedules, coordinates, and tracks partner meetings and follow
- Coordinate and prospect major donor meetings for CEO and Chief of Staff and Strategy
- Acts collaboratively to support the organization's mission
- Completes all other duties and responsibilities as assigned

Qualifications

- At least 3 years' experience in fundraising and track record of successful gift solicitation
- Proven success in peer-to-peer campaigns, volunteer management, securing and stewarding individual donors, corporate partners, and other fundraising partners

- Experience in solicitation, development, management, and stewardship of corporate and/or foundation grants and partnerships
- Demonstrated ability to work and cultivate relationships across a variety of sectors, communities, and levels to ensure mission alignment and reach
- Advanced project management and time management skills with keen attention to detail
- Superior organizational and verbal and written communication skills
- Possesses a positive and enthusiastic demeanor and drive to succeed
- Ability to work well in a team environment and independently
- Skilled at Microsoft tools and resources and experience with Salesforce
- Demonstrated ability to be adaptable in an ever-changing environment
- Occasional travel, may be required
- Ability to work in a fast-paced environment
- College degree

The salary range for this position is \$65,000-70,000

SR is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday