



Foundation for Sarcoidosis Research
Development Grants and Corporate Partnership Manager

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 \$6 million in sarcoidosis-specific research and has provided educational and support resources to thousands of people worldwide. FSR is committed to providing fair and equitable access to all to learn more about our efforts to address health disparities, please visit <https://www.stopsarcoidosis.org/aaws-campaign/>

Development Grants and Corporate Partnership Manager

The Foundation for Sarcoidosis (FSR) Development Grants and Corporate Partnership Manager is responsible for management of the organization's grants and corporate relationships including cultivating, growing, and managing the organization's partners. The Development Grants and Corporate Partnership Manager will work with the Director of Development and the Chief Strategy Officer to identify new and prospective corporate and foundation partners, cultivate these relationships, and provide support in grant management duties. The Development Grants and Corporate Partnership Manager will also lead efforts in identifying new and prospective grant opportunities within corporate, industry, and foundations, collaborating in the development of proposals, executing applications, and delivering reports for funders and sponsors. The Grants and Corporate Partnership Manager will also support FSR's fundraising efforts as necessary in individual giving campaigns, major gift program, event support, annual fundraising campaigns, and appeals. The Development Manager will manage the day-to-day tasks and activities of the Development Coordinator. This position is remote.

Position is currently remote however, some travel may be required.

Reports to Director of Development

Primary Duties and responsibilities of the Development Grants and Corporate Partnership Manager include:

- Develops and stewards foundation, and corporate partnerships to drive mission impact through an increase in overall revenue growth
 - Prospects and executes grant proposals to secure corporate and foundation funding



- Manages development of grant proposals, grant reports, and oversee all deliverables
- Communicates effectively, verbally and in writing, FSR's history, mission, vision, and programs to potential funding sources
- Creates resources, including PowerPoint presentations, sell sheets, sponsorship guides and background profiles to facilitate impactful engagement with partners and donors
- Manages, schedules, coordinates, and tracks partner meetings and follow-up
- Increases market revenue by researching and analyzing revenue growth opportunities, identifying appropriate partners, and developing alliances that accelerate the development of strategic partnerships

Secondary Duties and responsibilities of the Development Grants and Corporate Partnership Manager include:

- Supports FSR's fundraising campaigns including events, online retail store, annual awareness fundraising campaign/events, spring and year-end appeal, and individual giving campaigns with the goal of increasing donor retention and growing donor base
- Assists in donor communications including letters, blogs, e-newsletter articles, development specific outreach, social media messages, etc.
- Manages Salesforce database and data entry processes to facilitate management of FSR's revenue streams, constituent records, analytical reporting, and giving trend assessment
 - Identifies trends in current database to forecast for ROI and manage revenue streams through analytical reporting to evaluate and implement fundraising plans
- Supports annual audit
- 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 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 or other nonprofit CRM
- Demonstrated ability to be adaptable in an ever-changing environment
- Occasional travel, including international may be required
- Ability to work in a fast-paced environment
- College degree

The salary range for this position is \$50,000 - \$55,000.

If you are interested in this position, please submit your resume and cover letter to Tricha Shivas, Chief Strategy Officer at Tricha@stopsarcoidosis.org. Please include your salary requirements.

FSR 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.