



## **Development Manager**

### ***Position Overview***

The Development Manager will advance SFA's development strategy and increase resources for SFA's research and programming. The Development Manager will be involved with cultivating relationships with donors, managing fundraising campaigns, and developing and implementing strategies to secure financial support to advance SFA's mission. This position plays a vital role in securing the financial health and sustainability of the organization by strategically planning, managing, and implementing fundraising activities.

### ***Responsibilities***

#### **Fundraising Strategy and Planning:**

Work with the Director of Development and Communications to coordinate and implement ongoing cultivation, solicitation and stewardship of major donors, foundations, corporate and strategic partners.

- Develop and execute annual fundraising plans, including individual giving, major gifts, corporate sponsorships, and grant writing.
- Create long-term donor stewardship and retention plans.
- Set fundraising goals and tracking progress against budgets.

#### **Donor Relations and Cultivation:**

Research and track pipeline of prospects for major donors, foundations and corporations; analyze database records and prospect research to identify donors with increased capacity and propensity to give.

- Identify, cultivate, and solicit major gifts from individuals and corporations.
- Build and maintain relationships with donors and prospects.
- Ensure proper and timely donor recognition and stewardship.

#### **Fundraising:**

Manage various methods, including online campaigns, direct mail appeals, and donor societies to secure funding.

- Manage the direct mail program: implement the direct mail schedule, coordinate content development and mailings, and monitor the program analytics.
- Manage the Seeds of Hope recurring giving program.

#### **Event Management:**

Plan and execute fundraising events, such as galas, donor events, and auctions.

- Work with the Director of Advancement to plan, execute and fundraise for the annual Stand Up to Sarcoma gala.
- Assist with the cultivation and planning of additional fundraising opportunities such as donor events and Sunflower Society programming.



### **Grant Writing and Reporting:**

Research grant opportunities through corporate and family foundations and make connections with identified organizations.

- Researching grant opportunities and preparing compelling grant proposals.
- Ensuring compliance with grant requirements and reporting on grant outcomes.

### **Communication and Marketing:**

Draft content for donor communications including emails, letters, brochures, newsletters, website pages and social media posts.

- Develop fundraising materials, such as brochures and newsletters.
- Utilize social media and other marketing channels to promote fundraising efforts.
- Communicate the organization's mission and fundraising needs to various stakeholders.

### **Qualifications**

- Bachelor's degree in related field and 7+ years of experience in fundraising at a nonprofit organization, or equivalent combination of education and experience.
- Successful track record of working in a fundraising/development capacity.
- Ability to professionally interact with strategic partners and supporters of the organization.
- Knowledge of direct mail strategy and functions, major gift programs and grant proposal writing.
- Strong written and verbal communication skills are essential. As is, attention to detail.
- Experience with donor databases.
- Ability to analyze data, track progress, and evaluate the effectiveness of fundraising strategies.
- Excellent organization skills and ability to prioritize to manage multiple projects, deadlines, and fundraising activities.
- Demonstrated initiative and follow-through.

**This position is full time.** This position can be a fully remote position. The local staff primarily telework but do have occasional in-office days. Our national office is in Montgomery County, Maryland, outside of Washington, DC.

**Please email your resume and cover letter with salary requirements to [hr@curesarcoma.org](mailto:hr@curesarcoma.org) with the subject line, "Development Manager". No phone calls please. EOE.**