Development Manager

Summary
As the full-time Development Manager, you will focus on fundraising, building partnerships, nurturing relationships, and managing grants. You'll collaborate closely with the President and Board as you oversee all fundraising activities and create strategies to boost revenue through individual donations, educational grants, corporate sponsorships, and more. The ideal person is highly extroverted, multi-talented, and adaptable, with a strong desire to improve the lives of liver cancer patients and their caregivers. You must be willing to take initiative, propose ideas, thrive in virtual and in-person settings, and be comfortable with change.

What you'll do (responsibilities)
Work with the President and other team members to develop, lead, and execute a comprehensive fundraising plan that includes individual gifts, corporate giving, planned giving, and (in the future) special events. Collaborate with the President and Board of Directors to set fundraising goals and strategies that align with the organization's mission and values. Develop and nurture connections with potential donors, partners, and stakeholders in corporate, foundation, and philanthropic sectors. Provide essential administrative support for smooth fundraising and partnership development operations.

General Fundraising and Cultivation Activities
- Identify and build relationships with individual donors, corporate partners, and community organizations to secure gifts, grants, and sponsorships
- Identify and assist the President with cultivating individual giving and major gifts
- Identify, research, and implement new possible funding opportunities as well as stewardship of new and existing donors to increase overall retention and giving levels
- Identify, research, and cultivate new prospective grant funders, foundations, and corporate sponsors
- Provide regular fundraising reports to the President and the Board of Directors, recommending necessary adjustments to the fundraising plan
- Coordinate with the staff to create fundraising materials, social media content, and e-newsletters that communicate our mission and values
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed, including tracking donor engagement and retention rates and analyzing revenue streams
- Collaborate with the President on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual donors
- Assist the President with the management of the fundraising budget to control expenditures and meet revenue goals

Individual Donor Engagement
- Develop, implement, and monitor strategies aimed at growing the base of annual individual donors
- Plan and execute fundraising campaigns tailored to individual donors, including annual/monthly giving, endowment, legacy, and major gift campaigns
- Identify, cultivate, and solicit potential donors for major gifts
- Cultivate and enhance relationships with existing donors, ensuring they are informed, valued, and engaged and increasing their loyalty
- Encourage peer-to-peer fundraising with current donors
- Ensure personalized communication with donors, including thank you letters, updates on the impact of their donations, and invitations to special events

Grants Administration
• Research potential grants and funding opportunities and help vet grant opportunities and other fundraising proposals
• Draft grant proposals and applications while gathering required data from the President and staff
• Submit all grants and impact reports by their deadlines
• Implement, track, and report sponsor recognition, including logo inclusion, event signage, videos, and social media

Database Management
• Manage and maintain Blue Faery's donor database, Charity Engine
• Perform data entry, including creating and running reports to analyze data, metrics, and related information on development tracking and goal-setting
• Maintain accurate tracking of donor contact information and communications, including gift records
• Reconcile gifts with the Operations Manager or accountant
• Ensure data integrity and quality of information of all data and metrics

General Responsibilities
• Embrace the culture, mission, values, and vision of Blue Faery
• Share accurate information, show commitment, and promote Blue Faery's mission, values, and vision
• Perform with the highest standards of ethical behavior, integrity, and honesty
• Take initiative and responsibility for decisions as an individual and as a BF staff member
• Organize workload effectively to complete responsibilities
• Use equipment, materials, and time in a safe, beneficial, and cost-effective manner
• Adhere to all organizational and departmental policies, procedures, and practices
• Maintain proper attendance and punctuality
• Encourage a positive work environment and experience for co-workers and other stakeholders
• Participate in trainings, attend conferences as needed, and attend board meetings whenever possible
• Communicate effectively with all stakeholders, including the President, board directors, employees, volunteers, donors, sponsors, doctors, and vendors
• Perform other duties that your supervisor assigns
• Use your Blue Faery email account in all communications
• Secret Animal for applications: Possum

What you'll need (required experience)
The ideal candidate will have a demonstrated history of identifying and building partnerships within the foundation and corporate philanthropy sectors.
• A self-starter with strong written and verbal skills for engaging diverse stakeholders
• Technical experience with writing, submitting, and tracking grants
• Proven track record in raising funds, ideally inside the nonprofit sector
• Superior project management skills, detail-oriented, highly organized
• Polished professional appearance to represent the organization effectively in external forums, including public speaking and partnership negotiations
• Must be willing to learn new systems and software (training is provided)
• Bachelor's degree required, preferably in health, communications, or marketing

What you may have (preferred qualifications)
• Master's degree in communications, business, or marketing
• Fundraising professional development (e.g., CFRE certification)
• Experience in health-based nonprofits is a plus.
• Personal experience with cancer as a patient, survivor, caregiver, or loved one

**Tools and Platforms for this role**

1. CRM: Charity Engine for all donor engagement, grant tracking, and email marketing
2. CMS: Squarespace (website), Volunteer Match (volunteers), and Basecamp (project management)
3. Google Suite: Drive, Docs, Sheets, Slides, Email, Chat, and Microsoft Office (Word, Excel, PowerPoint)
4. Dropbox (file sharing), Google Tools (collaboration on documents), Zoom (meetings/virtual events)
5. Canva and Adobe Illustrator (collaborating with our In-House Designer volunteer)
6. HealthUnlocked, our private HIPAA-compliant community platform

**Things to Know**

**Start Date:** September 1, 2024 (at the earliest)

**Salary:** $50,000 – $70,000 a year depending on experience

**Employment Type:** Full-time exempt* employee

**Industry:** Nonprofit, Healthcare

**Location:** Remote (though continental US candidates will be prioritized)

**Percent of Travel Required:** 25%

**Room to Grow:** Absolutely—we're a small team right now, and this position has no ceiling

**Schedule:** Flexible schedule. 40 hours per week M – F. (Take a 30-minute break whenever you like.)

- We aim for Monday – Friday from 8 a.m. – 4 p.m. PST, but hours may vary depending on events.
- Board Meetings occur on Sunday nights at 5 p.m. PST (Seven board meetings per year).

*May be non-exempt, depending on the candidate's residence.

**Benefits (begin upon hiring)**

- 13 paid Federal holidays
- Accumulated Paid Time Off (PTO) with five sick leave days and 16 vacation days per year
- Limited hours between Christmas and New Year's Day
- Health, Dental, and Vision insurance are 100% paid by the company for the individual (i.e., employees may add and pay for family members).
- We will provide a retirement plan in the future.

**NOTE**

- Must sign the formal offer letter, including an employee confidentiality agreement
- Must read two books provided by the company on your own time
  - **Better Off Bald: A Life in 147 Days** (The founder's memoir helps to understand HCC and its effect on patients and families)
  - **Work The System** (A business book about creating systems and how they increase productivity)
  - Optional: **The 7 Habits of Highly Effective People** and **The Four Agreements**