

Job Description

Position Title: Senior Manager of Development

Position Overview: The Immune Deficiency Foundation (IDF), founded in 1980, is the national non-profit patient organization dedicated to improving the diagnosis, treatment and quality of life of persons with primary immune deficiency diseases (PI) through advocacy, education and research.

The Senior Manager of Development supports the Vice President of Institutional Advancement and works in conjunction with other development staff to support IDF fundraising efforts including sponsorship procurement, donor cultivation and engagement, and stewardship efforts.

Reports To: Vice President of Institutional Advancement

Position(s) Supervised: None

FLSA Classification: Exempt

DUTIES AND RESPONSIBILITIES:

- Assist the VP of Institutional Advancement with efforts to identify, cultivate and solicit donors.
- Compose, edit, and proofread funding applications and other sponsor engagement materials.
- Work with frontline fundraisers to develop, implement and monitor stewardship plans for major donors, such as stewardship letters and reports, events and thank you recognition.
- Manage a prospect and donor portfolio with annual goals and giving outcomes.
- Organize and plan donor meetings in coordination with key foundation staff
- Serve as development team lead in developing content for the fundraising proposals, stewardship reports, communication channels, letters and/or presentations.
- Serve as a development department liaison between the core services team and peer-to-peer team to assure effective communication strategies including outreach, cultivation, and acknowledgement.
- Oversee the memorial and tribute giving program.
- Travel to and staff a limited number of IDF events
- Other duties as assigned

DESIRED SKILLS AND CHARACTERISTICS

- Outgoing and can communicate warmly and effectively with constituents in-person as well as by e-mail and phone
- Excellent written and verbal communication skills
- Motivated by reaching revenue goals



- Detail oriented
- Can manage multiple projects simultaneously, with strict deadlines
- Able to work both independently, and in a team environment
- Positive, enthusiastic attitude
- Able to exercise judgment to sensitive and confidential information in a discrete and professional manner, and can represent IDF tactfully and diplomatically
- Familiarity in using constituent relationship management (CRM) databases
- Proficient with Word, Excel and PowerPoint
- Able to work occasional evenings and weekends, and to travel to offsite IDF events

EDUCATION / EXPERIENCE

- Bachelor's degree required
- Minimum five years of fundraising experience
- Demonstrated success and evidence of ability to plan and execute fundraising initiatives

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Is able to travel by automobile, train, and airline without assistance

Is able to interact with groups of people in healthcare facilities, in small group settings, and at large events.

While performing the duties of this job, the employee is required to walk; climb stairs, and sit for long periods of time; use hands & fingers for writing and typing; possible lifting of supplies and materials up to and including 20 pounds multiple times. Specific vision abilities required by the job include close vision for reviewing documents on the computer or hardcopy.

Please send resume and cover letter to hr@primaryimmune.org