



### **Position Opening: Director of Development**

The Foundation for Sarcoidosis Research is seeking a dynamic individual to guide all fundraising activities. This will include identifying and soliciting new donors, writing grants, building relationships with individual donors, foundations, and corporations, and growing the base of support for FSR. The director of development will work very closely with the Executive Director and the Board of Directors to move FSR into its next phase of growth as a \$1M organization. For the right candidate, this is an extraordinary opportunity to help build an organization that improves the lives of those who suffer from the inflammatory disease, sarcoidosis. As a small organization, it is important that candidate be able to handle both high level donor interactions as well as back-office tasks of the position.

### **Key Responsibilities**

- Identifies, qualifies, cultivates, solicits and stewards donors and donor prospects at the \$10,000 level and above.
- Makes a minimum of three calls per day to donors and donor prospects.
- Schedules and conducts a minimum of 8-12 meetings per month with donors and donor prospects with giving capacities of \$10,000 or more.
- Assists with identifying and scheduling meetings for the Founders, Executive Director and Board Members to meet with donors and donor prospects at the \$25,000 level and above.
- Within 12 – 18 months of employment, brings in a minimum of 5 – 10 times his/her salary.
- Maintain a portfolio of 50 – 75 prospects and 75 – 100 suspects.
- Identifies new funding streams.
- Oversees the building of an individual major gifts program for FSR.
- Assists in development of annual plan for cultivation, solicitation and recognition activities for donors including schedule of appeals, projected revenue and expense.
- Manages and forms strategic partnerships and alliances for FSR.
- Manages online giving program and development pages on the FSR website.
- Performs online and database searches to identify and qualify corporate and individual donor prospects.
- Leads the Development Committee, including scheduling meetings, developing and providing meeting agendas and quarterly outreach.
- Oversees the implementation of a successful stewardship program.
- Develops and manages an annual development/fundraising plan of action with financial goals.
- Develops and manages an annual marketing and communications plan that supports the fundraising goals for FSR.
- Manages Foundation fundraising events and acts as staff liaison for volunteer committees to help establish fundraising goals and budgets for events. Collaborates with Executive Director on these matters as well.
- Creates and maintains a grant calendar and maintains media lists.

- Drafts donor letters and other marketing materials to include pitch letters and news releases.
- Oversees donor database and data entry process.
- Assists the Executive Director on all development projects and fundraising events.

### **Qualifications**

- Bachelor's degree required
- Experience in fundraising and track record of successful gift solicitation.
- Demonstrated ability to work with Boards, councils, donors and volunteers.
- Proven ability to manage projects from start to completion.
- Highly organized, detail-oriented, excellent verbal and written skills sufficient to play an active, hands-on role in fundraising.
- Flexibility & composure/Ability to work under pressure and to multi-task.
- Ability to work well in teams and alone.
- Skilled at Excel, PowerPoint, Word. Raiser's Edge knowledge a must.
- Willing to travel.
- Public speaking.

Competitive salary with potential for an annual performance based bonus. Please send resume and cover letter with salary requirements to FSR, 122 South Michigan Avenue, Suite 1700, Chicago, IL 60603. Fax: 312-322-9808 / Email: [bianca@stopsarcoidosis.org](mailto:bianca@stopsarcoidosis.org).