

Development Director
Foundation for Sarcoidosis Research

The Foundation for Sarcoidosis Research (FSR) is the nation's leading nonprofit organization dedicated to improving care for sarcoidosis patients and to raising awareness of and finding a cure for this disease. Established in 2000 as a private operating foundation, FSR provides information and support to thousands of patients and their families as well as to doctors and other health professionals. FSR also funds research to advance the understanding of this disease and its causes, alleviate patients' suffering, and lead the way toward a cure.

The Foundation has made great strides in raising awareness of and research support for this devastating disease. FSR's grant program is the nation's first privately-funded program supporting sarcoidosis research. Its publications and website are primary sources of information about the disease for patients, the medical community, and the public. FSR helps link patients with local support groups around the country and sponsors an on-line support group community. FSR expects to dramatically expand its work and impact over the next three years; to this end it seeks a development director to shape and run the fundraising that will enable this growth. The position reports to the executive director, is located in Chicago, and requires some national travel.

Responsibilities

- Assess the potential for expanding current fundraising efforts; identify strategic opportunities and new avenues for revenue growth. With the board of directors, set priorities for FSR's development work; create a development plan that reflects those priorities. Support the work of the newly-formed board development committee.
- Develop and implement a plan to increase contributions from potential major donors and those who are able to contribute at lower levels. Establish goals and timelines for the individual giving work. Communicate actively with potential and existing donors.
- Manage and help run special events; serve as staff liaison to volunteer committees.
- Manage the on-line giving program and the development pages on FSR website; oversee the donor database; ensure that all FSR financial transaction policies are followed.
- Identify prospective individual, corporate, and foundation donors. Share with the executive director in drafting proposals. Draft donor and other external communication including press releases.
- Develop revenue projections and budgets for all fundraising activities. Prepare appropriate financial reports.
- Support the executive director as needed; share in the tasks involved in keeping FSR's three-person office running efficiently and effectively.

Qualifications

- B.A.; a minimum of 7 to 10 years' experience in fundraising and project management. Success with individual giving, special events, and volunteers is critical. On-line fundraising experience will be welcome, as will experience with a board and in a small, busy office.
- Proven ability to shape and manage an aggressive development program; a track record of successfully cultivating donors at all levels. Computer literacy is a must; experience with Raiser's Edge is a strong plus.
- Superb organizational, communication, and collaborative skills.

Personal Qualities

The successful candidate will bring creativity, entrepreneurial energy, and outstanding interpersonal skills. She or he will have the ability to work on many fronts simultaneously, keeping both details and the big picture in mind. He or she will be able to see opportunities and set priorities while building and managing a wide variety of relationships and will be able to work effectively, and to be a passionate salesperson for FSR, in multiple and varied settings.

This position is to be filled by December 15, 2009.

FSR is committed to workplace diversity; candidates from diverse backgrounds are strongly encouraged to apply.

Further information about FSR is available at www.stopsarcoidosis.org.

To apply, please send a cover letter and résumé to Susan Himmelfarb at FSR@himmelfarbgroup.com.

The Himmelfarb Group 708-848-0086 www.himmelfarbgroup.com