



Development Manager

Location: Denver, CO Type: Full time
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The Cystic Fibrosis Foundation is a leading healthcare nonprofit organization like no other. For decades, we have been taking major steps and pioneering new ways to advance the mission to find a cure for cystic fibrosis and to provide all people with CF the opportunity to lead long, fulfilling lives by funding research and drug development, partnering with the CF community, and advancing high-quality, specialized care.

We are the global leader in the search for a cure for cystic fibrosis and nearly every CF drug and therapy available today was made possible because of CF Foundation support. We did this not only for the close to 40,000 people living in the U.S. with CF – and the estimated 105,000 people worldwide – but for the people with CF and families who have worked tirelessly to support the mission.

These achievements have required dedication and unwavering commitment from a talented team of CF Foundation employees. We promote an environment that attracts -- and retains -- a diverse group of talented people who are passionate about eradicating this disease. Join us and you will join an amazing team, devoted to our community, and our mission.

Position Description

- The Cystic Fibrosis Foundation (CF Foundation) and its employees embrace their commitment to its core values. These core values are the pillars on which the CF Foundation stand and will continue to sustain us as we move forward.
- Keep sight of what really matters: Our decisions are based on what is best for people with cystic fibrosis and their families.
- Aspire for excellence in all we do: We take pride in our work. We are committed to continuous learning and improvement.
- Stronger together: We collaborate and work together so that we can learn more and achieve more.
- Innovate with courage: We embrace challenges. We reach beyond boundaries in pursuit of our vision.
- Care about our people: We deeply care about each other and all who support our shared mission. We listen with respect. We support one another.

We are a nonprofit, donor-supported organization that has raised and invested billions of dollars to help develop cystic fibrosis therapies that have changed the lives of people with this disease. Nearly every CF medicine available today was made possible because of Foundation support.

POSITION SUMMARY:

Responsible for managing special events and programs with oversight by Executive Director, Associate Executive Director or Senior Development Director. Responsible for generating revenue while implementing best practices that are in compliance with defined Foundation policies and procedures. Responsible for

renewing, cultivating and upgrading assigned committee members, team leaders and sponsors. Helps to identify prospects for new development and assigned events. Carries out responsibilities in a manner that supports a collaborative, donor centric culture.

In all aspects of their role, the Development Manager strives to deliver quality results in a manner that is respectful and supportive of others and to help build a strong team environment that fosters creative and innovative ways to improve the lives of those with CF and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Fundraising

- Accountable for revenue of assigned events.
- Assists with developing fundraising plans and event budgets designed to achieve growth over prior year (primarily I and M events, community events and 3rd party events but may vary depending on the chapter).
- Ensures key fundraising best practices are followed and key performance benchmarks are achieved.
- Cultivates, stewards, and renews corporate sponsors, committee members, event honorees, fundraising participants and team leaders.
- Recruits and trains volunteers for assigned events.
- Works to deepen engagement and enhance involvement of existing volunteers.
- Plans, implements and attends key committee meetings and events.
- Identifies and assists with cultivation of prospects for all chapter events, programs and campaigns including annual fund, major giving and regional/national corporate participation.
- Secure venues and negotiates contracts with ED/AED/Sr. DD supervision.
- Seeks underwriting, in-kind donations and auction items for assigned events and other chapter events as needed.
- Assists in recruitment of day-of volunteers and supports event logistics as assigned.

Education/Service

- Raise awareness about cystic fibrosis.
- Educate the greater chapter community as well as CF community members and volunteers about the program activities of the Foundation.
- Collaborate with volunteers who support chapter education initiatives and program activities.
- Seek out chapter outreach and educational opportunities.
- Work to include CF adults where appropriate and possible.
- Prepare and distribute CF program-related materials such as correspondence, audio/visuals, digital communications, and exhibits.
- Make educational presentations to the community and participate in community corporate employee health fairs, civic group meetings, etc.
- Refer patients/families to CFF Compass (legal information hotline, patient assistance resource library and case management/technical assistance program), CFF.org resources, care centers, and local agencies.
- Promote participation in clinical trials to patients and families.
- Provide care centers and other agencies with information and materials; assist with family/patient education events; make presentations at care center/hospital meetings.
- Communicate infection prevention and control policy, as well as legislative issues.

- Accurately communicates and raises awareness about CF and the work of the Cystic Fibrosis Foundation. Educates community members with up-to-date information on research progress, access to healthcare, pending legislative issues on both a local and national level, and other services provided.

Financial/Administrative

- Completes all required training and maintains current knowledge of all financial and accounting systems and procedures including: Workday, PledgeMaker/Clearview, Auction for the Cure, Business Intelligence, and the CF Portal. Communicate updates and make changes as necessary.
- Track and document outcomes and activities as requested.
- Code prospects and volunteers.
- Records and enters constituent information into record-keeping system to facilitate the cultivation, solicitation and stewardship processes of the Foundation.
- Prepares forms, materials and reports for assigned events; enters forecasts and submits post-event follow up documentation in a timely manner.
- Supports processing of paperwork/revenue as necessary.
- Accurately forecasts revenue and tracks expenses for assigned events.
- Carries out all financial and accounting responsibilities in compliance with audit procedures.
- Supports chapter communication plan through vehicles like: chapter volunteer network, Emma, social media (i.e. Face Book/Twitter) and chapter event website platforms.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Minimum two years of fundraising/sales experience.
- Four-year degree or equivalent education/experience required.
- Good customer service skills.
- Strong volunteer management experience.
- Strong interpersonal skills (verbal and written) necessary in order to communicate professionally, diplomatically and effectively with volunteers, donors, community members, and staff.
- Strong attention to detail.
- Working knowledge of Microsoft Office including Outlook, Word, Excel and Social Media Platforms.

WORKING CONDITIONS:

- Work nights and weekends as necessary to attend meetings and events.
- Must have access to reliable transportation and ability to travel to meetings or events at different locations.
- Use of computer required.
- Some heavy lifting may be required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

The salary range is \$55,000 to \$61,000. Specific salary varies based on geographic location and is commensurate with experience.

Total Rewards: The CF Foundation is committed to offering competitive compensation (base pay and incentive), benefits, and professional development opportunities that maximize our ability to recruit, retain, reward, and motivate a highly-qualified and diverse workforce. Our comprehensive benefits package includes medical, dental, and vision coverage; generous time-off and leave policies; a holistic well-being program; health savings and flexible spending accounts; employer-provided life and disability insurance; retirement savings benefits; and a variety of work-life benefits to support employees and their family members.

The CF Foundation is an equal opportunity employer that is committed to being an employer of choice, not just a good place to work, but a great and inclusive place to work. We strive to recruit and maintain a diverse workforce. Qualified applicants will receive consideration for employment without regard to race, physical or mental disability, color, religious creed, ancestry, national origin, religion, age, sex, marital status, genetic information or testing, gender identity and expression, sexual orientation or status as a Vietnam-era or special disabled veteran or any characteristic protected by law.

Reasonable Accommodations: The CF Foundation is committed to providing reasonable accommodations for qualified individuals with disabilities in our job application procedures. If you need assistance or would like to request an accommodation due to a disability, please contact us at HROps@cff.org.

TO APPLY:

Interested candidates may [apply online](#) here.