



**Organization:** The Sturge-Weber Foundation

**Position:** Development Manager (part-time)

**Hours:** 24 hours per week

**Location:** Remote

**Reports to:** CEO

**Salary Range:** \$37,000 - \$42,000 (based on experience)

### **Organization Description:**

The Sturge-Weber Foundation is a 35-year-old organization dedicated to supporting families and individuals with Sturge-Weber syndrome and promoting research to advance the understanding of this rare disease.

You will join a small but mighty team of 3 along with the Founder & CEO, Karen Ball, to help build and advance an annual fundraising plan.

### **Essential Duties**

- Manage a portfolio of 30-60 donors and prospects, including individuals, corporations, and foundations
- Develop an annual giving program to engage and renew individual donors (focusing on how to convert peer-to-peer donors into annual fund donors)
- Manage the annual Reunions Fundraising event (including event planning/execution and fundraising)
- Continue to build on the Million Miles Walk and Warrior Challenge to engage individuals and corporations in this virtual event
- Write grants and grant reports as needed
- Secure auction items throughout the year and manage online auctions for various events
- Build an annual stewardship plan for all donors
- Support CEO with her portfolio
- Ensure all “pledged” money throughout the year is collected
- Support volunteers in their fundraising efforts (walks/runs, peer-to-peer campaigns)
- Other responsibilities as assigned by CEO
- Oversee the Raisers Edge database to ensure data integrity and moves management tracking
- Oversee the Finance Coordinator in gift entry and donor acknowledgment
- Other projects as assigned by CEO

### **Essential Skills**

- Bachelor’s degree or equivalent work experience, with at least 3 years direct fundraising work in a non-profit development office or similar sales experience
- Must be comfortable asking for money and have experience closing gifts or sales

- Excellent verbal and written communication skills, attention to detail, and editing and proofreading skills
- Proficiency with Google Docs, Sheets, and Slides (and using Google Drive)
- Basic Raisers Edge database skills, with openness to expand skills (Organization has purchased Blackbaud training program)
- Knowledge of online fundraising software a plus (such as peer-to-peer, online auction, and race management platforms)
- Self-motivated with ability to manage multiple priorities and work collaboratively in a face-paced team environment
- Experience with Zoom and interacting with staff and donors virtually and electronically

**Working Conditions**

All team members work from their home offices and meet via Zoom or in-person at organization events and conferences. Candidates must have own equipment to work from home but will be provided with a Zoom account for holding meetings. A flexible work schedule is offered, but some travel is required (2-3 times per year for conferences and events).

**Diversity, Equity, and Inclusion**

The Sturge-Weber Foundation is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

**To Apply:**

Please submit a cover letter and resume to Sarah Swanson at [sswanson@struge-weber.org](mailto:sswanson@struge-weber.org). Position open until filled.