



FOUNDATION FOR  
SARCOIDOSIS RESEARCH

### **Director of Development Job Description**

#### **Director of Development**

The FSR Director of Development builds the strategy and directs the organization's corporate partnerships, grant development and reporting, donor relations program and fundraising initiatives. The Director of Development also builds and cultivates relationships with industry, corporate, and foundation partners. The Director leads the organization's aims of meeting and exceeding FSR's annual revenue goals.

The Director leads the efforts in identifying new and prospective grant opportunities within corporate, industry, and foundations, collaborating in the development of proposals, executing applications, and delivering reports for funders and sponsors. In partnership with the Chief of Staff and Strategy, the Director stewards and cultivates relationships with major donors, develops and executes strategy for growth of legacy gifts, and monthly donors.

The Director also oversees, mentors, and guides all Development Staff including the Development Manager, who is responsible for peer-to-peer fundraising, fundraising events, annual campaigns and appeals, and growing and stewarding individual donors.

#### **About the Foundation for Sarcoidosis Research**

The Foundation for Sarcoidosis Research (FSR) is the leading international non-profit organization dedicated to accelerating sarcoidosis research initiatives and supporting those impacted by sarcoidosis. FSR was established in 2000 and since then, FSR has fostered over \$6.5 million in sarcoidosis-specific research and has provided educational and support resources to thousands of people worldwide. FSR is committed to providing fair and equitable access to all to learn more about our efforts to address health disparities, please visit <https://www.stopsarcoidosis.org/aaws-campaign/>

#### **Reports to Chief of Staff and Strategy (COS)**

#### **Duties and responsibilities of the Director of Development include:**

The Director of Development works closely with (COS) in the execution of all duties.

- Develop short-term and long-term fundraising goals and strategies for the organization
  - Strategically analyzes and directs Salesforce database and data entry processes as well as generate fundraising reports to facilitate better forecasting and understanding of giving trends within the organization to promote improved development outcomes
  - Develops and manages annual department budget and all development related expenses



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- Conducts monthly and annual reconciliations with Finance to ensure accurate accounting of revenue and expenditures for the Development Department
  - Supports annual audit
- Develops and steward foundation, grant-making, and corporate partnerships (pharma, non-pharma and retail partners) to drive mission impact through an increase in overall revenue growth
  - Prospects and executes grant proposals to secure corporate and foundation funding
  - Manages development of grant proposals, grant reports, and oversees all deliverables. Communicates effectively, verbally and in writing, FSR's history, mission, vision, and programs to potential funding sources
  - Creates resources, including PowerPoint presentations, sell sheets, sponsorship guides and background profiles to facilitate impactful engagement with partners and donors
  - Manages, schedules, coordinates, and tracks partner meetings and follow-up
  - Increases market revenue by researching and analyzing revenue growth opportunities, identifying appropriate partners, and developing alliances that accelerate the development of strategic partnerships
  - Identifies and secures corporate and foundation matching opportunities and develop plans to encourage engagement by the FSR community
- Stewards, cultivates, and identifies fundraising opportunities among organization stakeholders, including individual donors, Board of Directors, corporate partners through outreach and follow-up
  - Generates and designs resources for partner and donor calls including PowerPoint presentations, sell sheets, sponsorship guides and produce background information pertaining to the partner or donor relevant for the discussion as well as direct necessary follow-up
  - Oversees board donor stewardship efforts working directly with FSR Board Chair, COS, and CEO
- Creates and oversees monthly giving and legacy gift programs.
- Manages, mentors, guides a team of fundraising professionals providing guidance, training, strategic support
  - Guides the Development Manager in the strategy and execution of all peer to peer fundraising efforts, annual campaign development and execution, and growth of individuals donor support
  - Manages and oversees all day-to-day fundraising and finance tracking in partnership with the Operations Team
- Manages a portfolio of mid-level major donors
- Works closely with FSR COS and CEO in major donor prospecting, development, and stewardship



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**Additional duties and responsibilities as required by the organization.**

**Qualifications**

- At least 5-7 years' experience in fundraising and track record of successful gift solicitation
- Demonstrated ability to work with Boards, councils, donors, and volunteers
- Proven track record working with foundations, pharmaceutical companies, and all aspects of grant management and reporting
- Knowledge and understanding of all aspects of non-profit fundraising
- 3-5 years of supervisory experience
- Proven ability to direct projects including project management and time management skills
- Possess superior organizational, project management, and verbal and written communication skills
- Maintain a positive and enthusiastic demeanor and drive to succeed
- Ability to work well in team environment and independently
- Skilled at Microsoft tools and resources
- Experienced with Salesforce
- Limited travel required

*To apply please fill out this form:*

[https://fsr.qualtrics.com/jfe/form/SV\\_9FeuwdQWHQ6KN1Q](https://fsr.qualtrics.com/jfe/form/SV_9FeuwdQWHQ6KN1Q)

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.*