



Title: **DEVELOPMENT MANAGER**

Reports To: **DIRECTOR, DEVELOPMENT**

Location: CHICAGO, IL

Status: Full-Time, Exempt Position

The Pulmonary Fibrosis Foundation seeks a motivated, innovative Development Manager to cultivate and forge strong relationships with donors and maintain a portfolio of peer-to-peer fundraisers within the PFF Walk and Team PFF. The Development Manager will be responsible for the strategic growth of the peer-to-peer fundraising programs and will assist with PFF signature events, including *Broadway Belts for PFF!*

**Essential Functions/Duties:**

- Manage \$250,000 gross budget for Team PFF, and work in collaboration with Director, Development on a \$650,000 gross budget for the PFF Walk program.
- Develop and execute cultivation, stewardship, solicitation/upgrade, and retention strategies for the mid-level donor portfolio of more than 250+ active event leaders within peer-to-peer fundraising programs
- Responsible for overall event management of assigned peer-to-peer fundraising events. Manager will work closely with the Coordinator, Special Events on permits and logistics and will oversee all functions of event production
- Manage assigned peer-to-peer fundraising events through completion. Responsible for forging strong relationship(s) with the team leader(s) and work with them to maximize their revenue, maintain a budget, and produce a successful event
- Write, edit, and create e-communications and social media posts related to peer-to-peer fundraising programs
- Maintain policies, procedures, “how-to” guides, marketing materials, communications/social media schedule, branding and overall peer-to-peer program strategy that will retain current fundraisers, renew lapsed volunteers, and create a pipeline of prospective donors
- Act as a liaison between the PFF programs team to build and cultivate relationships with PFF Ambassadors, and Support Group Leaders
- Function as the secondary point of contact for our signature gala, *Broadway Belts for PFF!* and work closely with the rest of the development team to meet the needs of the department
- Performs other related duties as assigned

**Position Qualifications:**

- Minimum of Bachelor’s Degree required
- Three to five years of successful fundraising and event management (or similar) experience
- Experience in donor strategy development, cultivation and stewardship
- Strong interpersonal skills (verbal and written) necessary to communicate diplomatically and effectively with volunteers, donors and other staff members
- Ability to handle multiple tasks, prioritize and stay organized to ensure timely and accurate work
- Close attention to detail
- Working knowledge of Microsoft Office including Word, Excel, and PowerPoint.
- Comfort with standard fundraising technology including Donor Perfect, CRMs, and online donors platforms
- Ability to work independently as well within a team-oriented, fast-paced, environments with rapidly changing priorities
- High degree of creativity, energy, initiative and innovation
- Customer service oriented

- Strong professional ethics and integrity
- Ability to lift 50lbs and assist in set-up/tear down of event equipment
- When we can safely travel again, position will travel approximately 25% of the time, and will require nights and weekends as assigned
- Must have valid driver's license