



## **CONFIDENTIAL JOB DESCRIPTION**

**DEVELOPMENT MANAGER  
CYSTIC FIBROSIS RESEARCH INC.**

**PALO ALTO, CA**

### **COOK SILVERMAN SEARCH**

336 Bon Air Center, Suite 300  
Greenbrae, CA 94904

[www.cooksilverman.com](http://www.cooksilverman.com)



## ABOUT CYSTIC FIBROSIS RESEARCH INC.

Cystic fibrosis (CF) is a genetic disease that affects the respiratory, digestive and reproductive systems. Cystic fibrosis is considered a rare disease affecting approximately 30,000 individuals in the United States. With the implementation of newborn screening programs, most people are diagnosed at a very young age. Early treatment, which may include nutritional and respiratory therapies, medications, and exercise, has a significant impact on the quality of life of those with CF. While innovative research, new medications, improved therapies, and lung transplantation are prolonging and enhancing the lives of those with CF, it remains a life-threatening disease for which there is no cure. The treatment of this devastating disease is both time consuming and expensive; CF has a devastating emotional and financial impact upon American families impacted by the disease. The median age of death for those with cystic fibrosis is only twenty-nine years.

Cystic Fibrosis Research Inc. (CFRI) was founded in 1975, when children with CF rarely survived childhood. Based in Palo Alto, CA but with a global reach, CFRI is dedicated to creating awareness of CF and providing educational and personal support for families and individuals afflicted with CF, this life threatening genetic disease. CFRI funds CF research nationwide to work toward advancements in the understanding of the disease and ultimately a cure. CFRI seeks to inform, engage and empower the CF community to reach the highest possible quality of life.

For more information on CFRI, please visit [www.cfri.org](http://www.cfri.org).

## POSITION OVERVIEW

This is the first dedicated, full time fundraising position at CFRI, responsible for developing and implementing a comprehensive, diversified, and sustainable fundraising program.

## REPORTING RELATIONSHIPS

Position reports to the Executive Director of CFRI and co-manages the Programs & Operations Assistant.

## PRIMARY RESPONSIBILITIES

- Work with Executive Director to advance a comprehensive, diversified and sustainable fund raising program, including individual giving, corporate giving, private foundations, planned giving and cultivation and fundraising events.
- Oversee and coordinate all foundation and corporate proposal development, tracking, and reporting, in cooperation with Executive Director.
- Cultivate new prospective donors through special events and other engagement opportunities.
- Manage and analyze the annual development operating budget.
- Oversee the prospect database, including analysis, gift reporting, acknowledgements, accounting, and data sharing.
- Manage all aspects of the Workplace Giving program including meeting criteria for campaign and submitting annual application and additional reports.
- Guide and work directly with Board members, other volunteers, and staff in implementing the individual and major gifts program, large-scale fund raising events, corporate giving, and their own individual giving.
- Design and implement the individual giving program, including the implementation of direct response campaigns, and individual donor cultivation and solicitation.
- Oversee the development and implementation of all fund-raising events.
- Create and direct a new volunteer development committee.
- Oversee Programs & Operations Assistant's development/donor database tasks.
- Ensure that the development activities adhere to high standards for development systems and procedures, including donor acknowledgement, record keeping, budgeting and reporting.
- Participate as an active and collaborative member of the Senior Management Team, assuring that the work of the Development Manager is in support of the agency and in accordance with the agency strategic plan.
- Represent Cystic Fibrosis Research, Inc. to its constituents and the public.
- Adhere to fundraising best practices with regards to policies and procedures.

## QUALIFICATIONS

- Knowledge of and experience raising funds for disease related causes
- Knowledge of Cystic Fibrosis Research Inc. and cystic fibrosis preferred; empathy for and understanding of CF community challenges necessary
- Five years of demonstrated and measurable successful fundraising experience with quantifiable results
- Bachelor's degree required
- Demonstrated ability and experience with all aspects of fundraising and budgeting including monthly projections, audit preparation, etc.
- Knowledge of local funding and philanthropic communities

- Experience managing fundraising professionals including proven ability to hire, train, manage, and retain staff
- Excellent writing, oral communications, analytical skills and attention to detail
- Planned giving, estate planning and tax implications knowledge and experience
- Expertise in individual giving, foundation and corporate fundraising experience, including grant writing
- Commitment to accountability and transparency, for yourself and others
- Expertise in major giving with proven track record of prospecting, cultivating and managing donor relationships
- Events planning and management experience
- Fluency with Excel and Microsoft Office
- Fluency with Raiser's Edge preferred
- Ability to work independently and collaboratively and compassionately
- Ability to drive, lift a minimum of twenty-five pounds, and sit for long periods of time

## TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

Cystic Fibrosis Research Inc. is an Equal Opportunity Employer.