

Uplifting Athletes Inc.

Position Description

Title: Manager, Development

Status: Exempt

Manager: Executive Director

Last Updated: April 22, 2022

To Apply: Please send a single PDF file of your cover letter and resume to careers@upliftingathletes.org

Overarching Responsibility:

Reporting to and in partnership with the Executive Director (ED), the Development Manager will spearhead development efforts as Uplifting Athletes continues to grow. A new position in the organization, the manager will have the opportunity to work with the Executive Director to continue to build out the development function.

Essential Duties:

- Work alongside ED to develop and execute Uplifting Athletes' annual fundraising plan
- Communicate the vision of Uplifting Athletes to industry partners to drive sponsorship
- Secure financial support from individuals, foundations, and corporations
- Develop and maintain ongoing relationships with major donors
- Execute a strategy for a large sustained base of annual individual donors
- Explore opportunities for special events and donor engagement
- Develop and track proposals and reports for all foundation and corporate fundraising
- Grant writing and grant reconciliation

Vision for the role:

This hire will be responsible for identifying, enhancing and expanding revenue opportunities through new and preexisting relationships. Uplifting Athletes has established a positive reputation with donors and corporate partners whose support has driven the growth of our organization. Our hope is that this hire will be able to nurture current relationships and build new partnerships to support the mission of Uplifting Athletes, as well as, flagship events like the Young Investigator Draft, Uplifting Experiences and the Underrepresented Researchers in Medicine initiative. It is our expectation that this role will establish and manage the Development department within Uplifting Athletes, focusing on diversifying revenue sources and strengthening organizational relationships.

Qualifications

- Knowledge of the rare disease space is a plus
- BA (required), MA (a plus)
- Previous development or sales experience

- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of Virtuous CRM (a plus)

Compensation:

This is a full-time position including salary and benefits. Expected salary range is (\$55,000- \$75,000). This will be commensurate with experience of the candidate.

Work Environment

- Location: Remote - core hours 9:00am to 5:00pm EST
- Preferred primary work location to be in the Greater Philadelphia Region, Eastern/Central time zone within close proximity to major airport required.
- This position may require travel up to 25% of the time.

About Uplifting Athletes

Uplifting Athletes, a nonprofit organization founded in 2007, harnesses the power of sport to build a community that invests in the lives of people impacted by rare diseases. Since 2007, Uplifting Athletes has raised more than \$7 Million by engaging athletes in order to positively impact the rare disease community through research and driving action. To learn more about Uplifting Athletes visit www.upliftingathletes.org

The statements herein are intended to describe the general nature and level of work being performed. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required by personnel so classified. Other duties may be assigned.