



## Development Manager

### About Amyloidosis Research Consortium

The Amyloidosis Research Consortium (ARC) is a non-profit organization founded in 2015. ARC's mission is dedicated to transforming the way research is being done and focuses on what will have the greatest impact on improving the lives of amyloidosis patients. We forge collaborations across industry, research, clinical care and regulatory to more rapidly advance the discovery of new treatments. ARC empowers and supports patients by making sure they have access to the best quality of care and information.

Amyloidosis is the term for a group of rare diseases in which an abnormal protein misfolds and deposits as amyloid in organs and tissues, causing damage and eventually organ failure. There are different types of amyloidosis, and they vary from one another in their biochemical nature and natural history. Some are acquired, and others inherited. In the United States, approximately 4,000 people develop Amyloidosis each year. It is currently thought to be very underdiagnosed and therefore that number is expected to rise significantly.

To learn more about ARC, visit <http://www.arci.org>

### About the Position

The Development Manager will support ARC's mission by expanding the organization's robust and diverse network of active and engaged supporters and stakeholders, strengthening its brand, growing and diversifying its financial resources, and working closely with the CEO to build and sustain a collaborative and vibrant organization. ARC seeks an agile, organized and self-motivated individual with excellent communication and data management skills to achieve this goal. This position will have the opportunity to further develop project management skills, build cross-departmental collaboration, and engage with the leadership team and the Board of Directors.

The Development Manager plays a significant role in stewarding outstanding relationships with ARC's individual, corporate and foundation donors. This position will lead and implement donor communications collaborating with the team on the organization's online presence, including social media, website, blog, newsletters, and more.



The Development Manager will have a demonstrated development background with a minimum of three years of development/fundraising experience in the nonprofit sector, and a proven track record of bringing complex projects to completion. The ideal candidate will also show a strong interest in expanding her/his responsibilities in the field, and is willing to grow with the role in a fast-paced, entrepreneurial environment. This position reports to the CEO. ARC will pay a competitive salary for the right person.

### **Key Responsibilities:**

- Coordinate and manage diverse projects that advance annual fundraising and communications goals
- Oversee and manage the donor database (Salesforce), conducting ongoing assessments to build capacity to meet specific needs
- Manage prospecting, writing, and submission of grant proposals, in collaboration with program team and oversee post-award activities and reporting
- Responsible for expanding the donor base, including identifying individual prospects, and coordinating with the CEO to engage, solicit and steward
- Manage donor recognition, communication, and engagement
- Assist in planning and overseeing special events for donors and other constituents
- Create social media posts, develop marketing and outreach materials and strategies to cultivate community support
- Assist in the writing and production of promotional materials, such as annual reports, brochures, flyers, and targeted online campaigns

### **Qualifications:**

- A Bachelor's degree with 3+ years of development/fundraising experience in the nonprofit sector, showing increasing levels of responsibility in development positions
- High-energy individual who takes initiative, has a positive outlook and has the ability to thrive in a changing environment, and desire to grow with the role and ARC
- Excellent writing skills, experience with corporate grants is a plus
- Strong Knowledge of MS office, including excel Excel and Powerpoint
- Experience with Salesforce for Nonprofits
- Excellent interpersonal and presentation skills



- Strong attention to detail and proven ability to manage and prioritize multiple tasks to meet deadlines, with appropriate follow-up and reporting
- Ability to work independently and as a part of a team
- Prior experience in researching individual donors and prospects
- Commitment to excellence and the mission of ARC

### **Equal Employment Opportunity**

We are proud to be an equal opportunity employer – and celebrate our employees’ differences, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or Veteran status.

### **How to apply**

Please send a cover letter and resume via email to [gfan@arci.org](mailto:gfan@arci.org)