



UNLOCKING THE SECRETS OF BRAIN DISEASE®

Manager, Development

About us:

Founded in 1990, CurePSP is the leading non-profit organization dedicated to the awareness, care, and cure of 3 neurodegenerative diseases: progressive supranuclear palsy (PSP), corticobasal degeneration (CBD), and multiple system atrophy (MSA). As a catalyst for new treatments and a cure, we establish important partnerships and fund critical research. Through our advocacy and support efforts, we enhance education, care delivery, and quality of life for people living with PSP, CBD, MSA, and their families. Science, community, and hope are at the heart of CurePSP's mission and our services. CurePSP is a registered 501(c)(3) charity within the United States (Federal Employer ID Number: 52-1704978).

Our mission is to raise awareness, build community, improve care, and find a cure for PSP, CBD, and MSA. We accomplish this through our three pillars: Care, Consciousness, and Cure.

About the role:

Role Summary:

CurePSP has experienced historic philanthropic growth in recent years. Due in large part to this, we seek a motivated, collaborative fundraiser looking for a rewarding role in annual giving development work. The Manager, Development will report to and collaborate closely with the Director, Development to continue our trajectory with an increased emphasis on donor stewardship, unrestricted dollars, current supporters, and new development programs. This role will help drive CurePSP's mission by executing new fundraising initiatives while strengthening current strategies. Additionally, this position will be important in fostering relationships with volunteers, donors, and participants, ensuring their experiences are positive and impactful. The manager's work will help expand CurePSP's philanthropic reach, drive engagement, and further the success of fundraising efforts.

Primary Functions:

1. Lead and grow our individual giving with a strategic focus on unrestricted gift renewals at and below the \$1,000 level.
2. Aid in developing a meaningful plan to recognize our most loyal annual supporters.
3. In conjunction with the events team, represent CurePSP at volunteer-led fundraisers nationally while leveraging these events to cultivate, steward, and discover supporters.
4. Help implement and manage a systematic approach to consistent stewardship that engages a larger percentage of our annual donors.
5. Develop future fundraising opportunities that align with CurePSP's mission and engage new and existing supporters, specifically around annual fund renewals, recurring monthly supporters, and eventually acquisition.
6. Successfully conduct a high number of quality engagement interactions via in-person, telephone, and virtual visits.
7. Develop and track metrics for accountability and evaluation.



UNLOCKING THE SECRETS OF BRAIN DISEASE®

8. Maintain prospect records and contact reports in order to document interactions accurately
9. Provide assistance to donors regarding gift questions, tax laws, policies, and procedures as they relate to our organization.
10. Collaborate with our Senior Manager, Donor Relations, to conduct quality control checks of our database.
11. Professionally represent CurePSP and its mission.
12. Perform additional duties as required/assigned by CurePSP in conversation with the Director of Development.
13. Other related duties as required.

Required Skills:

- Bachelor's degree in a relevant field (e.g., nonprofit management, communications, business administration, or public relations) or equivalent combination of education and experience.
- While 1-2 years of experience in fundraising or sales is helpful, a passion for nonprofit work and a willingness to learn are just as important. Proven experience securing annual fund gifts is preferred.
- Strong organizational skills, attention to detail, and ability to manage multiple projects simultaneously.
- Eagerness to attempt new strategies that align with CurePSP's mission will be encouraged.
- Excellent verbal and written communication skills, with the ability to engage and inspire current and potential volunteers and donors.
- Empathy, patience, and compassion when working with supporters from diverse backgrounds, situations, and ages.
- Ability to work well independently (as this is a remote role) and collaboratively as part of a team.
- General knowledge of CRM database functions like Raiser's Edge.
- Creative problem-solving skills and the ability to adapt to unexpected challenges, particularly when communicating with donors.
- Passion for CurePSP's mission and a genuine interest in working in the nonprofit sector, particularly in fundraising and community engagement.
- Demonstrated knowledge of the principles, ethics, and practices of successful fundraising.

Location and Travel:

- Remote role with travel to in-person meetings, events, and fundraising trips as required.
- Additional travel may be required (less than 20%).
- Preference may be given to candidates located within EST.

Salary and Benefits:

- Salary range: \$65,000 - \$85,000, commensurate with experience.
- CurePSP offers a comprehensive benefits package, including retirement, medical, dental, and vision coverage.

CurePSP, Inc. is an equal-opportunity employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.