



## Role Description: California Lupus Foundation Development Manager

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### Position Summary

We are seeking a strategic and self-motivated **Development Manager** to build and manage sustainable revenue streams from grants, sponsorships, and individual donations. This is a part-time position (approximately 20 hours/week to start) with the opportunity to grow into a full-time role based on revenue generation.

### Key Responsibilities

- **Fund Development Strategy**
  - Develop and execute a revenue plan aligned with the Foundation's mission and goals.
  - Set clear fundraising targets and report progress regularly to the Executive Director.
- **Grants**
  - Research grant opportunities and develop a grant calendar.
  - Prepare compelling grant proposals and manage reporting requirements.
- **Sponsorships**
  - Cultivate and steward relationships with corporate partners and sponsors.
  - Develop sponsorship packages and secure funding for events and programs.
- **Donor Engagement**
  - Build and manage a donor cultivation and stewardship strategy.
  - Support donor communications including campaigns, newsletters, and impact reports.
- **Systems and Reporting**
  - Maintain accurate donor and grant records in our CRM system.
  - Provide regular financial and impact reports on fundraising efforts.

### Qualifications

- Proven track record in nonprofit fundraising, especially in grants and sponsorships.
- Strong writing and communication skills with experience developing proposals and donor materials.
- Self-starter with the ability to work independently, prioritize tasks, and meet deadlines.
- Passion for health equity and supporting people living with chronic illness.



- Familiarity with donor management platforms (e.g., Network for Good, DonorPerfect, or similar).
- At least 3–5 years of relevant experience preferred.

## Compensation and Expectations

- This position is structured to **pay for itself within the first year** through generated revenue.
- If successful, the role may expand to a **full-time position** with benefits.
- Flexible schedule with accountability for outcomes, not hours.

## How to Apply

Please send a **resume**, a **brief cover letter**, and **two writing samples** (grant proposals, donor appeals, or sponsorship decks) to [tom@californialupus.org](mailto:tom@californialupus.org).

## About Us

The **California Lupus Foundation** is dedicated to improving lives impacted by lupus through education, support, advocacy, and research. Following the merger of the Lupus Foundation of Northern California and the Lupus Foundation of Southern California, we are now a statewide voice and resource for the lupus community.

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