



Development Manager

About Us

The need: Too many of our neighbors are living in poverty—struggling to meet basic needs, to obtain an education, and to earn a living wage.

The opportunity: Life science companies and their employees are motivated to make a positive impact through volunteering, investing, and raising awareness of the issues of poverty and inequity.

Life Science Cares provides a platform for companies and their employees to make a difference. We make impactful grants to local nonprofits and lead strategic public-private partnerships that directly support underserved communities. We currently operate in four regions: Boston, Philadelphia, San Diego, and the Bay Area.

About the Role

In order to execute our mission of moving the needle on issues of poverty for our neighbors and helping companies build connections with our community, we believe we need to build strong partnership and funding opportunities. If you're interested in supporting the development program for a fast-growing nonprofit organization harnessing the life science industry's resources to fight poverty, this is the opportunity for you.

As our Development Manager, you will work with the Head Director of Advancement to execute against Life Science Cares Boston's fundraising strategies including building corporate partnerships, cultivating sponsorship for major events, stewarding and developing major donor relationships, and continuing to build out revenue stream opportunities. You will play an important role in ensuring the organization meets the annual financial goals and is able to grow our work and impact in the community.

The Development Manager will have the opportunity to collaborate with LSC Boston's corporate partners and their employees; attend events with corporate partners, individual supporters, and nonprofit partners; and volunteer with our nonprofit partners. Our ideal candidate will bring strong organizational skills, understanding of database management and/or the ability to learn the system, and a passion to make fundraising asks for a mission they are passionate about!

This role will report to the Head of Development at the Life Science Cares Boston affiliate.

Key Responsibilities

- Become a "super user" in LSC's database (Blackbaud/Raiser's Edge): Assist the Head of Advancement in establishing development organizational systems including tracking and moves management, monitor and update database to ensure that donor records are accurate and up to date; process/manage gift transactions; acknowledge donors and contributions; and prepare reports and queries from database as requested.
- Respond to external inquiries and donor correspondence in a timely manner.
- Oversee collateral and support stewardship plans for all types of donors
- Oversee donor acknowledgement and payment/check processing
- Assist with fundraising events; providing support including the coordination of vendors, creation of materials, and execution of donor fulfillment.
- Update and maintain donor records, and track revenue and related reports in Raiser's Edge.
- Liaise with the finance team to ensure accuracy in data and donation collection.
- Assist in developing annual and individual appeals.
- Assist in creation of marketing materials, social media content and other collateral to promote our LSC brand.
- Serve as staff leader to the volunteer Council of Champions.
- Build and maintain strong relationships with donors through friendly and efficient customer service.

Qualifications

- 1-3 years of work or volunteer experience in development, preferably in nonprofit organization.
- Experience with database management required. Experience with Raiser's Edge/NXT preferred.
- Excellent written and verbal communication skills.
- Ability to work independently and as a team player.
- High energy and passion for Life Science Care's mission with a passion for philanthropy and nonprofit work.
- Strong organizational and time management skills with exceptional attention to detail; able to multitask and work well under pressure to meet all deadlines.
- Experience taking initiative to solve problems independently and creatively in a fast-paced environment and delivering results while managing competing priorities.

Life Science Cares is an equal opportunity employer that supports and celebrates diversity. As such, we are committed to creating an inclusive environment for all employees, partners, and stakeholders. We believe our workplace and communities thrive when we actively promote Diversity, Equity, Inclusion, and Justice in all we do.

The Development Manager needs to be readily accessible to stakeholders primarily based in Greater Boston. Life Science Cares has offices in Cambridge and the Development Manager will be expected to be present for team meetings. Valid Driver's License and access to a car preferred.

Compensation and Benefits

Salary range: \$55,000-\$70,000 based on experience. LSC provides a comprehensive benefits package, including medical, dental and 401(k) with employer match as well as generous paid time off and flexible work schedules.

Application Process

Interested candidates should send resume and cover letter to recruiting@lifesciencecares.org.