Development Manager
Full-time, 40 hours per week, salary range will be furnished upon request.

WHY YOU’LL LOVE IT HERE
The Hepatitis B Foundation, Baruch S. Blumberg Institute, and Pennsylvania Biotechnology Center are three unique, affiliated nonprofits, based in Doylestown PA, that have an incredible global impact. The Hepatitis B Foundation (HBF) is a national nonprofit organization dedicated to finding a cure and improving the quality of life for those affected with chronic hepatitis B worldwide. The Baruch S. Blumberg Institute is the nation’s leading translational research organization dedicated to finding a cure for hepatitis B and liver cancer in our lifetime. And finally, the Pennsylvania Biotechnology Center (PABC) is a nonprofit life sciences incubator dedicated to the creation of a world-class biotechnology center; to the promotion of regional economic development and job creation; and to the education and training of tomorrow’s researchers.

All three organizations foster a culture of collaboration, professional and personal growth. This is a chance to be part of a highly impactful, creative, supportive, and welcoming team. The office is a flexible, hybrid work environment.

We are changing the world, and we need you! You’ll be joining a small but growing team and will have input into how both the Development Manager role and the Institutional Advancement Team evolves. Are you a go-getter eager to be part of something exciting and unique?

OVERVIEW AND IMPACT:

As the Development Manager you will be a frontline fundraiser developing support for the HBF, Blumberg Institute, and PABC. Reporting to the Vice President of Institutional Advancement, the Development Manager’s primary responsibility will be corporate development, with the opportunity to grow other revenue streams in areas of your strengths and interests. This position is poised for growth on a team that works on cutting edge public health, scientific research and biotechnology.

The right candidate will have the opportunity to work either at the Doylestown PA headquarters, or remotely in our Washington DC or Philadelphia offices, with the expectation that they would be able to travel to the Doylestown headquarters for events and periodic staff meetings.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Increase the exposure and understanding of all three organizations within our community by making in person visits, speaking to stakeholders over the phone and virtually to develop relationships and secure new support.
- Work with the sponsorship team to secure new funding by identifying, researching, qualifying, approaching, and soliciting prospects.
- Field cold calls from businesses interested in getting involved with our organization and follow up to secure support.
- Work closely with the Director of Events on cost effectiveness reporting and annual
evaluation of sponsorship packages and corporate engagement opportunities.

- Work with Advancement and leadership staff to update attendee lists and pipelines.
- Submit proposals for corporate sponsorship and grants with an action plan to gain support.
- Maintain a pipeline report to demonstrate solicitation and stewardship activities, projections, and follow-up with monthly activity reports to demonstrate goal achievements.
- Develop a stewardship strategy and calendar of corporate communications to report on organizational impact.
- Collaborate with management and staff to set goals and determine organizational needs.
- Document all sponsorships with a letter of intent (LOI) and complete all necessary paperwork for accounting and operational fulfillment.
- Attend events for all three organizations and provide event support as necessary.
- Ensure fulfillment and delivery of all sponsorship benefits and grant reporting and develop and maintain a schedule of corporate stewardship.
- Develop and maintain relationships with local and regional chambers of commerce and other key community stakeholders.
- Other duties as assigned, including projects that the candidate and VP of Institutional Advancement believe would maximize their strengths and grow new or existing channels of support.

EXPERIENCE AND GENERAL QUALIFICATIONS:

- A Bachelor’s Degree with a minimum of 3 years nonprofit development experience, or an equivalent combination of education and experience to meet the minimum requirements for the position.
- Proven track record of development success in a non-profit environment.
- Excellent written and verbal communication skills, with demonstrated capabilities delivering compelling presentations and proposals.
- Proficiency in data organization and Microsoft tools.
- Exhibit keen attention to detail and organizational skills.
- Demonstrate an ability to work with diverse, creative personalities.
- Be able to set and keep to internal deadlines.
- Have passion for community and donor development.
- Demonstrate self-motivation and a willingness to learn.

Interested candidates should email their resume and cover letter to jean.holmes@hepb.org.