

## Senior Development Manager

<b>Reports To:</b>	Chief Development Officer	<b>Manages:</b>	Development Coordinators
<b>Remote/In-Person:</b>	Flexible with 2 days in-office per week expected.	<b>Location:</b>	Ulman House
<b>Exempt/Non-Exempt/Contract/Temporary:</b>	Exempt	<b>Full Time/Part Time:</b>	Full Time
<b>Compensation:</b>	\$75,000 - \$80,000 based on experience		
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>● PTO - 15 days/yr prorated</li> <li>● 13 paid holidays</li> <li>● Employer funded health insurance</li> <li>● Retirement plan + 3% match</li> <li>● Employer funded STD, LTD, AD&amp;D and life insurance</li> <li>● Employer funded employee assistance program</li> <li>● Monthly reimbursements for cell phone (\$50) and wellness (\$20)</li> </ul>		

**About Us:** Ulman Foundation is a non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer. We offer support to adolescent and young adult patients, survivors and their loved ones through our patient navigation programs, our traditional and non-traditional support groups, and through Ulman House (“the House”), our no-cost home away from home for those traveling to Baltimore for treatment.

At Ulman, we believe the community of support that we create for our patients begins with creating a community of support amongst our team. We strive to maintain an environment where we can all bring our best, most authentic, and whole selves to work, where we feel seen, heard, respected and valued, and where we have the tools, resources and support we need to be successful in our work and in our lives.

Cancer affects us all. The Ulman Foundation supports and recognizes each individual as a whole. No matter where you’re from, what you believe, who you love, or how you identify, you are welcomed, respected and supported within the Ulman Community.

**About the Senior Development Manager:** The Senior Development Manager will serve as a vital intermediary between organizational leadership and the development team, supporting the day-to-day management of Development Coordinators and enabling the CEO and CDO to focus on building and nurturing relationships, fundraising, and donor stewardship. This role will oversee key development campaigns, manage projects, optimize CRM processes, and provide critical administrative support to ensure smooth, efficient, and strategic fundraising operations.

**Specific responsibilities of this position include:**

**Campaign & Project Management**

- Oversee the planning, coordination, and execution of key fundraising campaigns, including bi-annual appeals and the capital campaign.
- Collaborate with the CEO and CDO to create timelines, allocate resources, and ensure milestones are met for campaigns and initiatives.
- Monitor and report on campaign performance, including donor engagement, revenue generation, and expense management.
- Serve as the primary liaison between the CEO, CDO, and Development Coordinators, ensuring seamless communication and workflow.
- Facilitate the execution of action items, providing consistent follow-up to ensure tasks are completed on schedule.
- Assist in creating and managing budgets for fundraising campaigns and events.
- Ensure campaigns and events remain within budget while meeting financial goals.
- Partner with the CDO and Director of Business Operations (DBO) to monitor financial performance, providing insights and recommendations for future planning.

**Event Planning & Execution**

- Supervise the planning and execution of fundraising events, ensuring high-quality donor and attendee experiences.
- Work with Development Coordinators to ensure events meet or exceed revenue and profit goals.

**Donor Relationship Management**

- Cultivate relationships with key donors, corporate partners, and prospects, ensuring tailored engagement and stewardship strategies.
- Collaborate with the CDO to identify new donor prospects and opportunities to expand the donor base.
- Oversee CRM management, ensuring accurate tracking of donor interactions, moves management, and stewardship plans.
- Partner with the CDO and Development Operations Coordinator to develop and implement standard operating procedures for CRM use

**Management & Leadership**

- Provide oversight, mentorship, and guidance to Development Coordinators to align their work with organizational goals.
- Support the professional development of team members by identifying opportunities for growth and skill enhancement.
- Ensure Development Coordinators effectively plan and execute fundraising events, donor engagement initiatives, and other key projects.

**Administrative Support**

- Manage scheduling, logistics, and preparation for meetings with key donors, partners, and stakeholders.
- Support CEO and CDO with donor follow-up, communications, and relationship cultivation.
- Maintain a centralized calendar of fundraising activities, major initiatives, and organizational priorities.

Other activities as assigned

**Key projects of this position include:**

- Bi-Annual Appeal Fundraising Campaigns – Lead the planning, execution, and evaluation of spring and year-end giving initiatives.
- Capital Campaign – Manage planning, reporting, and implementation efforts to achieve campaign goals.
- Donor Stewardship & Moves Management – Design and execute strategies to strengthen donor relationships, retention, and giving.
- Junior Board – Recruit, develop, and oversee the Ulman Foundation’s junior board.

**About you:**

You are a strategic and results-driven fundraising professional with at least five years of experience in nonprofit development, campaign management, or sales. You have a strong track record of leading successful fundraising initiatives, donor stewardship programs, and corporate partnerships that drive revenue and engagement. Highly organized and detail-oriented, you excel at managing multiple projects, overseeing campaign budgets, and optimizing CRM systems to enhance donor tracking and streamline operations. Your ability to analyze fundraising performance and implement data-driven strategies ensures sustainable growth and impact.

A natural leader and relationship-builder, you are skilled at mentoring teams, collaborating with leadership, and engaging major donors and key stakeholders. You thrive in fast-paced environments, balancing strategic oversight with hands-on execution to ensure fundraising goals are met. With exceptional communication, project management, and problem-solving skills, you’re ready to take ownership of key development initiatives and help advance Ulman Foundation’s mission.

If this sounds like you, submit your resume and a cover letter to [careers@ulmanfoundation.org](mailto:careers@ulmanfoundation.org) with the subject line “**Senior Development Manager.**”