

Partnership and Development Manager Job Description

About The diaTribe Foundation

One in seven adults in the United States has diabetes and that number is expected to rise to one in three adults by 2050. Because there is no single solution to address the type 2 diabetes epidemic, the single biggest public health problem of our time, and no single path to a cure for type 1 diabetes, The diaTribe Foundation uses multiple approaches to address type 2, type 1, and pre-diabetes - including education and advocacy - and to change existing narratives.

A growing national nonprofit organization – founded in 2013 by renowned diabetes advocate Kelly Close – we are creating a societal shift in which reducing the burden of diabetes, or eliminating the disease entirely, becomes a priority for everyone including clinicians, scientists, governments, nonprofits, businesses, and people with diabetes.

We have been able to amplify our impact thanks to an exceptionally robust growth in funds raised every year since our founding – including during COVID-19.

For more information on The diaTribe Foundation, please visit our foundation website (diaTribe.org/Foundation) and our educational website (diaTribe.org).

About the Partnership and Development Manager Position

The Partnership and Development Manager role is an exciting opportunity to work in partnership with our corporate and foundation partners to continue growing our funds raised and impact on people with diabetes. This is a full-time, non-exempt position reporting to the Chief Sustainability Officer of The diaTribe Foundation and will be an integral member of the development team.

This position will be responsible for supporting all aspects of The diaTribe Foundation's institutional fundraising. This includes working with the development team to create and implement tailored cultivation, solicitation, and stewardship strategies for all current and prospective corporate and foundation partners, and achieving our revenue goals.

Primary responsibilities for the Partnership and Development Manager include:

- Help to execute The diaTribe Foundation's annual fundraising plan.
- Draft, submit, track, and reconcile all grant and sponsorship requests. When funding is secured, hand off implementation responsibilities to applicable internal teams.
- Research and develop funding proposals to secure financial support from foundations and corporations.
- Write funder communications.

- Develop, implement, and manage systems and procedures to meet the information needs of leadership and to help with the cultivation, solicitation, and stewardship of major gift, foundation, and sponsorship prospects. This includes pulling data and reports from our CRM.
- Acknowledge all Foundation gifts through the timely execution of thank you notes, acknowledgement letters and gift receipts to ensure personalized recognition of all gifts.
- Perform research to identify, evaluate, and rate prospects; conduct in-depth biographical, financial, and philanthropic research. Produce briefing sheets summarizing findings.
- Conduct regular reconciliation with accounting.
- Identify funding opportunities and challenges, and develop strategies to ensure goals are met.
- Assist with development-related events as needed.
- In partnership with the development team, achieve annual fundraising goals for corporate and foundation giving.
- Other duties as assigned.

Education and Experience:

- Bachelor's degree required – preferably in Public Health or a related field.
- At least two years of development and/or grant writing experience required.
- Experience in CRM database applications preferred.

Qualifications:

- Strong commitment to the mission, vision, values, and programs of The diaTribe Foundation.
- Sense of humor and enjoys working in a fast-paced collaborative environment.
- Proven ability to think outside the box and bring creative and innovative ideas to leadership.
- Self-directed, performance-oriented individual who has demonstrated initiative and achievement of goals. Ability to work well with a variety of people.
- Highly motivated, flexible, resourceful, well-organized and detail-oriented.
- Demonstrated excellence in organizational, project management, and oral/written communication skills; ability to prioritize and work calmly under pressure of deadlines.
- Ability to interact effectively with staff colleagues, donors, board members, volunteers, public figures, and community leaders.
- Outstanding time management and analytical skills and the ability to manage multiple fundraising activities and initiatives.
- Excellent customer support skills and service orientation.
- An understanding of the non-profit sector is preferred.

Work Environment:

Our offices are located at 776 Haight Street, San Francisco. This position can be remote or at our office or hybrid. Travel to scientific conferences or off-site meetings as required by the job. This position requires availability for evening and weekend participation in a few yearly events, as needed.

Benefits:

Salary will be commensurate with experience. The compensation package for this position includes generous benefits:

- Full healthcare and dental and vision benefits
- 401(k) with 3% match
- Gym membership subsidy and yoga and mindfulness subsidy
- Two weeks paid vacation, nine paid holidays, and two weeks' unpaid leave
- Option to work remotely on Thursdays
- One day paid vacation day annually for volunteer pursuits
- Matching gifts for academic and other nonprofit donations
- A top team of talented and high performing professionals, both emerging leaders and seasoned executives; see more about our Associate program [here](#)
- Access to a high-powered Board of Directors and other experts and professionals in the field
- The diaTribe Foundation seeks to build a team that reflects the diversity we celebrate in our nation and community. We welcome and encourage all qualified applicants who share our vision, as we want to engage all those who can contribute to our work and this mission. We encourage individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law.
- We actively seek applications from people with diabetes or pre-diabetes.

Contact

If you are interested in the position, please submit a compelling cover letter and resume to caroline.pappajohn@diatribe.org with the subject line, "Application: Partnership and Development Manager."