

UNITED MITOCHONDRIAL DISEASE FOUNDATION

Development Manager II

FULL TIME • FULLY REMOTE - US

Job Title: Development Manager II

Employer: United Mitochondrial Disease Foundation

Reports to: Associate Director of Development

Location: Remote with travel required for in-person events

Job Type: Full Time

ABOUT THE ORGANIZATION:

Our Mission

We collaborate to support and empower mitochondrial disease patients and families, drive awareness, mobilize advocacy, improve access to diagnosis and quality care, and accelerate breakthroughs in treatments and cures.

Our Work

For thirty years, the United Mitochondrial Disease Foundation has stood at the center of a global fight against one of medicine's most complex and devastating challenges. Mitochondrial disease – a condition in which the body's cells fail to produce the energy needed to sustain life – affects an estimated 1 in 5,000 people worldwide, robbing children and adults alike of their ability to walk, talk, eat, and breathe. With only 2 of more than 300 known variants carrying FDA-approved treatments, the urgency has never been greater. Over three decades, UMDF has built a vast network of patients, families, clinicians, researchers, and industry partners united by a single mission: to create a world free from mitochondrial disease by funding world-class research, supporting and empowering those affected, educating the clinical community, driving awareness, and mobilizing advocacy on Capitol Hill.

To learn more, please visit: www.umdff.org

POSITION SUMMARY

The Development Manager II plays a vital role in advancing UMDF's mission by driving revenue and engagement through corporate sponsorships, executive leadership teams, and high-performing fundraising teams. The Development Manager II leads sponsor cultivation and stewardship, builds and supports executive volunteer committees, and maximizes team fundraising to exceed revenue goals. The ideal candidate is a relationship-driven professional with proven success in developing strategic partnerships and mobilizing leadership-level volunteers.

PRIMARY RESPONSIBILITIES:

Corporate Sponsorship Development

- Identity, cultivate, and secure corporate partners at the local and national level for Energy for Life Walks and other mission programs.
- Build and manage a robust sponsorship pipeline aligned with revenue goals.
- Develop customized sponsorship proposals, secure commitments, track and manage benefits/deliverables.
- Maintain strong relationships with corporate executives to ensure long-term partnerships.

Executive Leadership Engagement

- Recruit and manage executive leadership teams (ELTs) in key markets to drive sponsorship and team fundraising.
- Provide strategic guidance, tools, and coaching to ELTs to leverage networks and open doors to corporate prospects.
- Support ELTs in achieving sponsorship benchmarks and recruiting additional leadership-level volunteers.
- Serve as the primary liaison between Energy for Life executive leadership teams and UMD staff.

Team Fundraising & Stewardship

- Recruit and cultivate top-performing corporate fundraising teams for Energy for Life events.
- Provide tailored coaching, resources, and regular updates to ensure teams meet and exceed fundraising goals.
- Recognize and steward high-impact team captains and sponsors through personalized engagement strategies.
- Partner with marketing/communications to equip teams with recruitment and fundraising toolkits.

Event Leadership

- Lead all aspects of assigned Energy for Life Walks and other fundraising events with a focus on sponsorship and corporate team revenue.
- Partner with executive leaders and committees to secure sponsors, recruit teams, and engage top fundraisers.
- Ensure strong sponsor presence and activation on event day.
- Serve as the on-site lead for event execution, managing sponsor activations and leadership recognition.
- Work in collaboration with Development Manager I position, who oversees volunteers, community fundraising and event logistics.

Budgeting & Reporting

- Create and manage event budgets in alignment with fiscal goals.
- Track sponsorship, team, and overall event performance against benchmarks.
- Provide regular progress reports on corporate revenue, ELT engagement, and team performance.

QUALIFICATIONS:

- 3-5 years of experience in corporate fundraising, sponsorship development, or nonprofit special events.
- Proven track record of securing and stewarding corporate partners.
- Experience recruiting, engaging, and managing executive leaders/volunteers.
- Strong relationship-building, negotiation, and presentation skills.
- Excellent organizational and project management skills with attention to detail.
- Proficiency with fundraising platforms (e.g., DonorDrive), Salesforce CRM, and Microsoft Office Suite.
- Willingness to travel (approximately 25-30%) and work occasional nights and weekends.

CORE COMPETENCIES:

- Strategic Thinking: Ability to analyze complex situations, anticipate trends, and formulate effective plans.
- Dependability: Meets commitments, handles change well, and remains focused under pressure.
- Relationship Building: Develops and nurtures positive, long-term relationships with key stakeholders.
- Cultural Competence: Understands and engages meaningfully with people from diverse backgrounds.
- Negotiation: Effectively persuades and influences others to reach mutually beneficial agreements.
- Administration: Organizes, manages, and executes tasks efficiently to support operational goals.
- Impact: Delivers significant value through innovation, positive change, and measurable outcomes.
- Communication: Communicates effectively across various formats, including writing, speaking, and presenting.
- Integrity: Consistently acts with honesty, fairness, and accountability; upholds ethical standards in all decisions and actions.

Benefits:

- 100% Company-Paid Health Benefits for Employees and Dependents
- 100% Company-Paid Vision Benefits for Employees and Dependents
- 100% Company-Paid Dental Benefits for Employees and Dependents
- Life Insurance
- Company Funded SEP IRA Accounts (6% Salary)
- 403b Pre-Tax Savings Plan
- Funding for Professional Development & Continued Education
- Paid time off

Compensation:

\$60,000.00 - \$70,000.00 per year

Mail cover letter and resumes to hr@umdf.org.