

California Rehabilitation Foundation

Job Description: Development Manager

Title: Development Manager

Status: Part-Time

Reports To: Executive Director

Revised: 6/2/26

About Us

California Rehabilitation Foundation (Cal Rehab Foundation) is a 501(c)(3) organization dedicated to improving the lives of individuals recovering from life changing injuries and illnesses. The Cal California Rehabilitation Foundation is affiliated with California Rehabilitation Institute, a 138-bed medical rehabilitation hospital that is a joint venture between Cedars-Sinai, UCLA Health, and Select Medical.

The Cal Rehab Foundation is at a pivotal and exciting stage of growth, advancing its mission through transformative programs that serve not only individuals with physical medicine and rehabilitation needs, but also invests in the clinicians who take care of these individuals.

Founded in July 2021, the Cal Rehab Foundation has quickly built meaningful momentum and is now poised to expand its impact, deepen community engagement, and grow its network of supporters. This newly created role offers a unique opportunity to help shape the future of a young, mission-driven organization by elevating its presence, strengthening donor relationships, and amplifying its reach across Southern California.

Job Summary

The Cal Rehab Foundation is in search of a highly organized, strategic thinker with development expertise who is able to take direction, work independently, and with limited administrative assistance. The Development Manager expands and coordinates California Rehabilitation Foundation's development functions. The Development Manager ensures that fundraising efforts support and strengthen the Foundation's mission and are aligned with long-range plans and goals. Reporting to the Executive Director (ED) of the Cal Rehab Foundation, the Development Manager will play a key role in implementing strategies to secure financial support from individual donors, corporate sponsors, foundations, and other funding sources. The Development Manager will also perform other professional duties associated with providing an exceptional experience for all donor prospects and donors.

Qualifications

- A Bachelor's degree required; post-graduate degree preferred.
- Minimum of five years' experience in nonprofit fundraising.
- Background in and/or familiarity with healthcare issues and/or life sciences preferred.
- Proficiency with Microsoft Office (Microsoft Word, Excel, and PowerPoint) required.

Job Specific Duties

1. Collaborates with the ED to develop and implement a plan that includes strategies to raise philanthropic support from individuals, foundations, and corporations, with an emphasis on major gifts from individuals.
2. Collaborates with ED with donor engagement activities that include identification, cultivation, solicitation and stewardship.
3. In collaboration with ED, establishes strategies to acquire, cultivate, and upgrade donors.
4. Develops a compelling case of support and messaging consistent with organizational goals and activities.
5. Handwrites/mails personalized notes to donors and potential donors on behalf of ED, and Board of Directors. Calls donors to express thanks and convey the impact of the gift.
6. Provides reports to the ED and the Board regarding fundraising revenue and development activities.
7. Works in partnership with the ED to manage all development events.
8. Safely manages all data in CRM (Customer Relationship Management) software (e.g., DonorPerfect, Raisers Edge), utilizes best practices, and executes database audits and cleanup as needed.
9. Processes and acknowledges gifts and pledges in a timely and accurate manner including running gift acknowledgement letter merges in CRM.
10. Implements processes to maximize the use of the donor database and ensure its integrity.
11. Creates queries and exports for reporting, donor recognition, and solicitation including working with ED to extract list for appeals, event invitations, stewardship mailings, and other purposes.
12. Provides administrative/clerical support, including coordination of mailings, proofreading, typing, filing, and maintaining donor and other files.
13. Assists ED in identifying opportunities to improve systems, policies, and procedures.
14. Promotes a positive and collaborative working environment and leads by example.
15. Responsible for effective operational leadership in a fundraising capacity, with the ability to set and meet deadlines and ambitious team goals related to annual fund, major gifts, and planned giving while also providing appropriate support to staff and volunteers engaged in fundraising activities.
16. Works cross-functionally with volunteers, program, event, and communications staff, for effective fundraising.
17. Mission driven, and exemplifies a collaborative, motivating, and engaging approach to fulfilling key responsibilities and communication with multiple constituencies.
18. Maintains a high level of integrity and confidentiality in working with sensitive, confidential records and information.
19. Performs other duties as assigned.

Compensation

The estimated pay is \$48 - \$58 per hour, depending on qualifications and experience. Based on a 20-hour-per-week schedule.

How to Apply

Please submit a resume and brief cover letter describing your interest in the position to ManACohen@CaliforniaRehabInstitute.com.

California Rehabilitation Foundation is an equal opportunity employer.

