

**Position: Development Manager**

Status: Freelance, Part-Time (with opportunity to grow into full time role)

Location: Greater SF Bay Area required, part time remote, in person required weekly.

Reports To: Executive Director

Compensation: \$3,500–\$5,000 per month, depending on experience

About the Shulgin Farm & Foundation

The Shulgin Farm & Foundation (“The Farm” or “SFF”) is a nonprofit organization dedicated to preserving the profound legacy of Ann and Sasha Shulgin, pioneers in psychedelic science and therapeutic exploration. The Farm promotes education, research, harm reduction, and community-building around psychedelics and psychoactive substances. At the heart of our mission is a commitment to creativity, scientific inquiry, and healing practices that expand consciousness and deepen human connection.

Position Summary

The part-time Development Manager will play an important role in managing and executing our fundraising efforts. Reporting to the Executive Director and working closely with our Development Advisor, this position is responsible for: researching and cultivating prospective donors and donor stewardship, stewarding the membership, regular fundraising communications, supporting donor events, appearing at outside events, offering property tours, extensive data management, and collaborating with the Shulgin Farm team in a positive, proactive, and professional manner. This is a unique opportunity to grow with a mission-driven nonprofit while honoring the transformative legacy of Ann and Sasha Shulgin.

Key Responsibilities**Fundraising Management**

- Executing fundraising strategy focused on individual giving, corporate sponsors, legacy giving, memberships, and donor stewardship.
- Stewarding strong relationships with donors, foundations, and corporate partners aligned with the Farm’s mission.
- Coordinating and executing stewardship strategy for the Friends of the Farm Members.
- Managing donor acknowledgment processes, impact reporting, and CRM systems to ensure efficient tracking of donor relationships and revenue goals.
- Events and Donor Engagement: Collaborative planning and execution of donor-centered events, such as Shulgin Farm donor gatherings and legacy recognition celebrations, to strengthen relationships and celebrate the SFF’s impact.
- Offer property tours and in person meetings when appropriate to prospective donors.

Fundraising Communications

- Collaborate with the Communications team to develop narratives that convey The Farm’s mission and inspire philanthropic support.
- Create compelling donor and member communications that align with the organization’s priorities and vision.
- Execute regular communications with donors and members to support long term relationships that grow over time.

Organizational Collaboration

- Partner with the Executive Director and leadership team to align fundraising efforts with programmatic and operational goals.
- Maintain and further develop systems and tools to drive sustainable revenue growth.

What We Offer

- **Flexible Work Environment:** A collaborative, supportive, and self-directed team culture that values creativity and innovation.
- **Opportunity to Grow:** This is a unique opportunity for a growth-minded individual, where fundraising coaching and training will be made available to the right candidate.
- **Mission-Driven Impact:** An opportunity to shape the future of a historic monument and an organization dedicated to advancing healing, science, and expanded consciousness.
- **Unique Legacy Access:** Exclusive opportunities to engage with and build upon the transformative legacy of Ann and Sasha Shulgin.

What Success Looks Like

- A strong and growing donor pipeline, including increased revenue from major gifts and legacy giving.
- Well-executed donor events integrated into the overall fundraising strategy.
- Efficient donor management systems in place to track progress and align with organizational goals.
- Organized and continuous donor relations (including communications and offerings) that create win-win scenarios for donors and the organization.

About You

You are an entrepreneurial, passionate, and strategic relationship-builder who excels at inspiring trust and creating connections. You bring experience in major gift fundraising and/or high level sales, a talent for compelling storytelling, and a commitment to SFF's mission.

Qualifications

- 2+ years of nonprofit development/fundraising experience, including expertise in major gifts and legacy giving.
- Consideration will also be given to those with a background of 4+ years in sales in place of non-profit development/fundraising.
- Proven success in cultivating long-term donor or customer relationships and securing significant philanthropic contributions or sales successes.
- Strong storytelling and communication skills, with the ability to connect donors to The Farm's mission.
- Proficiency in donor/sales management systems (e.g., CRM tools) and reporting.
- Adaptable, entrepreneurial, and self-motivated to thrive in a dynamic, evolving organization.
- Self motivated, detail oriented, with a growth mindset.
- Passion for psychedelics, with a willingness to deepen your knowledge.

How to Apply

We value diverse perspectives and encourage applicants from all backgrounds to apply. Please send your resume, a thoughtful cover letter, and any other relevant materials (ie: written recommendations) to info@shulginfoundation.org, using the subject line "Development Manager position".

In your cover letter, tell us:

- Why you're passionate about the Shulgin Farm & Foundation's mission.
- How your experience aligns with this role's key responsibilities.
- Why you're the right person for this position.