



Job Title: Development and Advocacy Manager

Location: Remote

Reports To: Executive Director

Type: Flex time, Contracted

Salary: Negotiable, if position develops into full time exempt, \$61,500 annually to start

Who We Are:

The **American College of Diabetology (ACD)** is where passion meets purpose in the pursuit of better diabetes care. We're on a mission to transform diabetes care through training, education, advocacy, and professional development. Our team is small but mighty, built on collaboration, innovation, and a deep commitment to empowering diabetes professionals across the country.

Your Role on Our Mission-Driven Team:

We're looking for a Development and Advocacy Manager who's ready to wear a few hats and make a big impact. This isn't your typical nonprofit job, it's a unique hybrid role that blends fundraising savvy, policy know-how, conference planning, and an appreciation for the power of teamwork. You'll lead the charge in growing our support base, funding our future and advocating for policies that help both diabetes professionals and the people they serve.

What You'll Do:

Development & Fundraising (approx. 50%)

- Craft and drive fundraising strategies to support our programs, from HRSA and educational grants to private funders and donors.
- Cultivate relationships with donors, sponsors, foundations, and corporate partners who believe in our cause.
- Write compelling proposals and donor materials that inspire action and generosity.
- Partner with the team to align fundraising with our goals, events, and vision for growth.

Advocacy & Public Policy (approx. 30%)

- Build and execute advocacy campaigns that give voice to diabetes care priorities.

- Communicate with payer systems to advocate for the need to distinguish diabetology as its own taxonomy.
- Track relevant legislation and engage with policymakers and partners to advance our policy agenda.
- Represent ACD at coalition meetings, briefings, and advocacy events, sometimes in a suit, sometimes in sneakers.

Shared Responsibilities: Conferences & Collaboration (approx. 20%)

- Play a hands-on role in the promotion and execution of ACD's conferences and events.
- Participate in our presence at exhibits and conferences with logistics, materials, networking, and making sure our booth game is strong.
- Collaborate across departments to support initiatives that cut across fundraising, advocacy, membership, and brand awareness.
- Contribute to a high-functioning team where ideas are welcomed, wins are celebrated, and flexibility is key.

What You Bring:

- A bachelor's degree, preferable in nonprofit management, public policy, public health, communication. We also welcome a mix of experience that tells your story well (master's a plus).
- Preferred 2+ years of experience in a nonprofit development or advocacy role or ideally, both.
- Preferred familiarity with health policy, legislative advocacy, or public affairs.
- Strong communication chops, whether you're writing a funding proposal, an email to a senator's office, or a social media post.
- A proactive mindset: you take initiative, stay organized, and follow through.
- Flexibility, self-motivation, and a team-first attitude. We thrive on collaboration and creativity.

Perks of the Job:

- Competitive salary
- 401(k)
- Generous PTO and holidays
- Professional development support
- Flexible remote work culture with purpose and heart

At ACD, we believe diabetes care is stronger when we build it together. If you're excited by the idea of combining development, advocacy, and mission-driven teamwork this is your moment.