

Development & Digital Fundraising Officer (Part-Time, Contract)

CureScience | San Diego Region (Remote)

CureScience is seeking a **part-time Development & Digital Fundraising Officer (contract)** to help build and grow our early fundraising efforts. This role is ideal for someone with **2–3 years of nonprofit fundraising or development experience** who is excited about working with a mission-driven organization advancing precision medicine and cancer research.

This individual will help launch and manage CureScience's **peer-to-peer fundraising program**, support donor communications, and assist with digital fundraising campaigns. We are a startup-minded nonprofit and are looking for someone who is **creative, entrepreneurial, and comfortable building systems from the ground up**.

Key Responsibilities

- Help design and launch CureScience's **peer-to-peer fundraising program**
- Manage and support campaigns using **Donorbox** (experience preferred)
- Draft **email fundraising appeals, newsletters, and donor communications**
- Assist with **digital fundraising campaigns** across social media platforms
- Support donor engagement and **stewardship communications**
- Perform **gift entry and donation processing**, ensuring accurate records in Donorbox and related systems
- Assist with **donor acknowledgments and tax receipts**
- Help develop fundraising materials and campaign messaging
- Track fundraising campaign performance and donor engagement metrics
- Provide general development support as CureScience grows its fundraising program

Qualifications

- 2–3 years experience in nonprofit development, fundraising, communications, or a related field
- Experience with **digital fundraising and donor engagement**
- Familiarity with **Donorbox or similar CRM/donation platforms**
- Strong writing skills for donor appeals and campaign messaging
- Organized and detail-oriented, particularly around **gift processing and donor records**
- Comfortable working in a **startup-style environment**
- Based in the **San Diego region** and able to collaborate remotely

Engagement Structure

- **Contract position**
- Approximately **10–20 hours per week**
- Flexible schedule
- Opportunity to grow with the organization as fundraising efforts expand

Please email resume and note of interest to chris@curescience.org