



March 4, 2019

PHILANTHROPY DIRECTOR - POSITION ANNOUNCEMENT

ABOUT THIS OPPORTUNITY:

Kids Cancer Alliance, Inc. is seeking a **fulltime Philanthropy Director** to be responsible for developing and leading the organization's strategic fund development program to support the mission. The Philanthropy Manager will work closely with the Executive Director, Board of Directors, and volunteer committees to reach the fundraising goals set in the annual budget.

QUALIFICATIONS:

The ideal candidate demonstrates:

- Passionate for the mission of Kids Cancer Alliance
- Minimum of 2-5 years non-profit fundraising experience including face-to-face solicitation, grant writing, and fundraising events.
- Proven track record of closing fundraising gifts
- Proven relationship building skills: individual, corporate and foundation
- Comfort with public speaking
- Ability to thrive in a fast-paced, dynamic work environment
- Leadership skills and ability to function both independently and as part of a team
- Organized, detailed oriented, ability to manage and prioritize multiple tasks
- Exceptional interpersonal, verbal communication and writing skills
- Ability to collaborate with and motivate staff, volunteers, donors and Board of Directors
- Experience supervising direct reports
- Legible handwriting for personal, handwritten thank you notes
- Minimum of a Bachelor's Degree
- Flexible schedule, as some evenings and weekend work is required
- Authorized to work in the U.S. and must consent to and pass national background check
- Requires valid driver's license and reliable means of transportation

POSITION SUMMARY:

The primary focus of the Philanthropy Director position provides leadership, structure, strategic direction, management and overall coordination of the advancement efforts for Kids Cancer Alliance that include, but are not limited to annual giving, major gifts, planned gifts, special events, corporate giving and grants; as well as any special fund-raising projects or capital campaigns. The Philanthropy Director creates and maintains consistent compelling opportunities for donors and qualified donor prospects to financially support the mission of Kids Cancer Alliance, providing stewardship of all giving to ensure a satisfying and rewarding experience for all donors. This position reports to and is supervised by the Executive Director.

RESPONSIBILITIES:

- Using best practices and creative approaches to engage supporters, the Philanthropy Director develops and oversees the successful execution of an annual development plan for the organization.
- Majority of time and responsibility for this position is focused on donor and donor prospect identification, cultivation, solicitation and closure of gifts and grants from individuals, corporations and foundations needed to fulfill annual operating budget revenue requirements.
- As a part of this process, approximately 2- 4 hours per week will usually be dedicated to calling donors and donor prospects on the phone or contacting via another medium such as email, personal letters, etc. with the goal of setting up face-to-face meetings or personal calls leading to gift solicitation. It is estimated that at least 8+ hours per week would be spent on direct donor / donor prospect meetings.
- Researches public and private grant agencies, foundations and corporate funders to identify potential sources of funding. Coordinates and/or prepares, submits, and serves as liaison with program director for grant requests per annual grants calendar assignments. Ensures any applicable grant reporting is completed accurately and submitted in a timely manner.
- Plans, coordinates and runs the annual fund drives, including face-to-face solicitation, calls and other mediums such as direct mail solicitations including e-giving, peer-to-peer campaigns, etc.
- Supervises a part-time Event Coordinator to ensure successful planning and coordination of special fund-raising events, including external events and annual signature events. Event responsibilities will include managing volunteer committees, venue relations, vendor contract negotiation and coordination, program planning, soliciting sponsorship partners, coordinating auctions and logistics.
- Ensures that adequate financial records and cost reports concerning fundraising, campaigns, and events are submitted as required and directed. Collaboratively prepares budgets related to development and assumes responsibility for cost effective management of the development and marketing functions.
- Oversees the management of eTapestry donor database system including the creation of donor profiles, donor tracking, reporting, and acknowledgement of gifts in a timely manner.
- In addition to providing leadership and overall management for the Kids Cancer Alliance Fund Development Program, the position is also responsible for supervising and recruiting, supporting and stewarding development volunteers and committees.
- Work closely with Kids Cancer Alliance Board of Directors, including leading the formation of a Development Committee, and ensuring coordination and communication between other board committees and reporting timely on goals and processes.
- Plan, implement, manage, measure and evaluate specific fund-raising campaigns including any special annual or capital campaigns.
- Other duties as assigned and that are appropriate.

COMPENSATION: Annual Salary commensurate with experience.

APPLICATION PROCESS:

Interested and qualified candidates should email cover letter, resume, and a minimum of 2 professional references to: Shelby@kidscanceralliance.org, include "Philanthropy Director Position" in the subject line.

DEADLINE to apply is March 22nd, 2019.

OUR MISSION:

Beginning with our first oncology camp in 1981, thousands of brave and amazing kids have found a reprieve from fighting cancer and a powerful alliance of support at Kids Cancer Alliance.

Over the years, we've expanded and created new programs to meet the needs of the families we serve. We provide sibling and family programs, in-hospital and financial support, quarterly events and more. And thanks to our donors and volunteers, it's all still absolutely free for everyone.

All of our programs are designed to achieve our mission of enhancing the quality of life for children with cancer and their families. Kids Cancer Alliance, Inc. is a registered 501(c)3 non-profit organization.

To learn more about Kids Cancer Alliance, visit www.kidscanceralliance.org and our Facebook page at <https://www.facebook.com/KidsCancerAlliance>

Kids Cancer Alliance, Inc. is an Equal Opportunity Employer