



Email Resume to:

careers@hopecancerresources.org

POSITION DESCRIPTION

POSITION TITLE: Associate Director of Development

RESPONSIBLE TO: Vice President of Development & Marketing

JOB CLASSIFICATION: Full-Time / Exempt

JOB SUMMARY:

The Associate Director of Development will work alongside the Vice President of Development & Marketing to ensure the fundraising goals of Hope Cancer Resources are achieved through a variety of fundraising strategies. This individual will manage a portfolio of current and prospective donors, focusing on cultivation, solicitation, and stewardship to build and maintain a robust pipeline of support for Hope Cancer Resources. In addition, to be successful in this role the individual will need to be a self-motivated professional who excels in relationship building, project management, and executing successful fundraising initiatives.

KEY RESPONSIBILITIES, SKILLS, & ABILITIES:

Donor Portfolio Management & Fundraising Strategy:

- Manage and grow a portfolio of individual, corporate, and prospective donors through strategic cultivation, solicitation, stewardship, and engagement activities.
- Maintain accurate donor records, engagement activity, and fundraising metrics within the organization's donor management system.
- Monitor fundraising performance metrics and provide reports and recommendations related to donor engagement, sponsorship growth, and fundraising outcomes.
- Participate in annual development planning, campaign strategy discussions, and departmental goal setting.
- Strong understanding of philanthropy best practices, donor cultivation and stewardship.

Fundraising Initiatives:

- Plan and execute annual fundraising events, ensuring they meet revenue goals and reflect the mission of Hope Cancer Resources, while operating within approved budgets.
- Oversee and cultivate community relationships to host third party fundraisers in support of Hope Cancer Resources.
- Cultivate new and existing partnerships to support the Care Closet and oversee Care Drives.
- Responsible for monthly donor acquisition and retention based on the goals set each year.



QUALIFICATIONS:

- Bachelor's Degree in non-profit management, marketing, business, or a related field.
- A minimum of three to five years of experience in business development, fundraising, sales, or a related role.
- Demonstrated success in the development of cultivation strategies, event planning, and campaign management.
- Ability to interact and communicate well with people from diverse backgrounds.
- Proficiency in fundraising CRM software and/or experience working with Bloomerang donor systems is a plus.
- Passion for the mission and values of Hope Cancer Resources.

KEY ATTRIBUTES FOR SUCCESS:

- Exceptional interpersonal and communication skills, with the ability to engage, inspire, and cultivate relationships with diverse audiences.
- Must possess strong organizational and project management skills, including the ability to prioritize and manage multiple projects simultaneously.
- A proactive, self-starter attitude with a high level of initiative and attention to detail.
- Must be a team player with a collaborative spirit.

Work Environment:

As part of the development team, this position contributes to meeting annual campaign and departmental goals, fostering a collaborative and results-driven environment. The Associate Director of Development will handle confidential information with the utmost discretion and professionalism in accordance with the Donor Bill of Rights. The role also requires flexibility to work evenings, weekends, and extended hours as needed for special events, campaigns, and community engagement activities.

In addition to office-based responsibilities, this position serves as a key representative of the organization within the community. Networking, building relationships, and maintaining a visible presence at community events are essential aspects of this role, ensuring the organization is well-represented and connected with stakeholders, supporters, and partners.