



## PHILANTHROPY MANAGER – JOB POSTING 2024

The Philanthropy Manager (Full-Time, Exempt) is responsible for developing and leading the organization's fund development program to support the mission. The Philanthropy Manager works closely with the Executive Director, Board of Directors, and volunteer committees to reach the fundraising goals set in the annual budget.

### POSITION SUMMARY:

The primary focus of the Philanthropy Manager position provides leadership, structure, management and overall coordination of the advancement efforts for Kids Cancer Alliance that include, but are not limited to individual giving, corporate giving and grants/foundation giving. The Philanthropy Manager 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 Manager 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.
- 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 department 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 annual campaigns and appeals, including face-to-face solicitation, direct mail appeals, email appeals, online giving days, community (third-party) events, peer-to-peer campaigns, etc. This includes planning and implementation of our Happy Camper Breakfast event and Donor Reception.
- Ensures that adequate financial records 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 development functions.
- In addition to providing leadership and overall management for the Kids Cancer Alliance Philanthropy program, the position is also responsible for supervising and recruiting, supporting and stewarding development volunteers and committees.
- This role offers the potential for growth, including future opportunities to lead and supervise a small team as the department expands.
- Other appropriate duties as assigned.

### QUALIFICATIONS: The ideal candidate demonstrates:

- Minimum of 3 years non-profit fundraising experience
- Proven track record of closing fundraising gifts
- Proven relationship building skills: individual, corporate and foundation

## QUALIFICATIONS: (continued)

- Comfort with public speaking
- Ability to thrive in a fast-paced, dynamic work environment
- Experience using a computer and appropriate software (G-Suite, Slack, Neon CRM, OneCause experience preferred)
- 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
- 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 as some regional travel is required
- Proof of COVID-19 vaccination required

## ABOUT KIDS CANCER ALLIANCE, INC.:

Mission: The mission of Kids Cancer Alliance is to enhance the quality of life for children with cancer and their families through recreational and support programs.

Values:

- *Community:* We put our community first as we act with compassion towards others. We build and collaborate in our work, so it showcases magic, adventure and fun. Our mission is the heart of all we do.
- *Integrity:* We are honest and fair, trustworthy and reliable. We are accountable for our actions, are good stewards of our resources and act in transparency. We do the right things for the right reasons.
- *Respect:* We are inclusive, value one another and practice open and honest communication. We treat others how we want to be treated and are sensitive to individuals and their situations.
- *Excellence:* We strive to be excellent in all that we do and to be the best we can be. We are innovative and adapt well to change, are open to feedback and are dedicated to continuous improvement.

Vision: Every child and family impacted by childhood cancer in our region is empowered, supported and hopeful.

This section highlights the heart of our organization, helping potential candidates align their passion and skills with our purpose.

## COMPENSATION:

Annual salary range of \$45,000-\$55,000 (based on experience) and a competitive benefits package. This is a full-time salaried position. Hours may vary depending on program needs, with an average of 40 hours per week.

## APPLICATION PROCESS:

Interested and qualified candidates should apply at [www.kidscanceralliance.org/jobs](http://www.kidscanceralliance.org/jobs)

No phone calls or drop-ins.

Two professional references will be requested during the selection process.

Position will remain open until filled. Interviews will be conducted on a rolling basis.

To learn more about Kids Cancer Alliance, visit [www.kidscanceralliance.org](http://www.kidscanceralliance.org).

*Kids Cancer Alliance, Inc. is an Equal Opportunity Employer*