

BREAST CANCER COALITION OF ROCHESTER

Job Description

To apply please upload the following documents:

- Letter of Interest/Cover Letter
- Resume/CV
- Writing Samples (max of three) will be requested at a later date
- Profession-related references will be requested at a later date

You can also email or mail documents to

- employment@bccr.org
- Breast Cancer Coalition of Rochester, Attention: Holly Anderson, 1048 University Avenue, Rochester, New York 14607

No walk-ins or phone calls will be accepted; for questions please e-mail employment@bccr.org

JOB TITLE: Director of Development
REPORTS TO: Executive Director
CONSULTS WITH: Executive Director, Board Members, Staff, Fundraising Chairs
SUPERVISES: Special Event Coordinator, Interns, Volunteers

SCOPE of POSITION: Oversees the Coalition's fundraising interactions with donors, volunteers, and the general public. Oversees the planning of special events. Serves as the lead team member in planning and implementing development goals, strategies and initiatives. Researches prospective donors and manages solicitations with individual, group, corporate and foundation donors. Manages fundraising recordkeeping and reporting. Leads donor relations and stewardship operations. Manages grants process. Assists Executive Director with development goals and operations, as needed.

ESSENTIAL FUNCTIONS (in order of time allocation/priority):

Donor Relations (40%)

- Researches and identifies individuals with the capacity for financial support
- Researches and identifies opportunities for corporate sponsorships
- Identifies, coordinates and facilitates meetings between donor prospects and Executive Director, members of the Board of Directors, and other individuals, as identified
- Write and execute a detailed, goal-driven development plan, including individual, group, corporate, foundation donors, as well as event sponsorships
- Establish and maintain donor cultivation cycle and gift stewardship program to ensure that new donors are developed, have opportunities to increase level of support annually, and are acknowledged and valued in a way that is meaningful to each
- Establishes procedures for tracking and qualifying prospects and provides accurate recording and reporting of gifts
- Assists with donor communications, including direct mail
- Manages the acknowledgement, recognition, and stewardship of all gifts

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Data Management and Research (20%)

- Works closely with the Special Event Coordinator, and Office Manager to ensure donor/funder database records are accurate and up to date, including giving history and action items
- Using SALSA CRM (our database system), creates and implements system of regular reporting and research of donor data
- Exercises discretion and confidentiality regarding donor gifts
- Oversees creation of accurate list of donors/sponsors for submission to newsletter and annual report

Special Events (20%)

- Oversees the planning, coordination and attends special events, including three major fundraisers: Pink Ribbon Walk & Run (May); Teed-off at Breast Cancer Annual Golf Tournament (August); Annual Gala - ACTober (September/October)
- Leads our Development team to solicit corporate underwriting and sponsorship support for all events
- Works with Development team members to cultivate volunteers to serve as chair(s) or members on fundraising planning committees
- Works closely with Special Events Coordinator, fundraiser chairs, sponsors, vendors, and other staff and volunteers to ensure that event objectives and obligations to sponsors and donors are met in timely manner
- Works closely with Communications staff to coordinate design and production of event brochures, posters, invitations, flyers, website updates, and mailings in a coordinated and timely manner

Annual Fund, United Way, and other Fund Campaigns (10%)

- Establishes timeline for Annual, United Way, ROC the Day, and other fundraising initiatives, including social media opportunities
- Oversees process of concept design/updates/redesign of development materials
- Ensures that mailings are sent in a timely manner
- Oversees acknowledgement of gifts and donations in timely manner
- Oversees that accurate donor lists are provided to Executive Director and Communications staff for Voices of the Ribbon newsletter

Grants (5%)

- Works with Executive Director to establish annual grants schedule and calendar
- Works closely with staff to identify funding needs and priorities
- Assists with identification of funding opportunities
- Works closely with staff to determine needs for information and documentation

BREAST CANCER COALITION OF ROCHESTER

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- Monitors and manages grant-funded projects to ensure compliance and timely reporting

General (5%)

- Establishes annual special events, grants, fundraising calendar
- Develops annual development budget and related strategies and action plans, and submits related monthly reports to Executive Director
- Analyzes and interprets event and donor data/results to recommend future strategies
- Provides exceptional customer service in interacting with sponsors, grantmakers, individual donors, staff, Board of Directors, volunteers, and the general public
- Exercises discretion and confidentiality regarding donor gifts
- Assists Executive Director with other Development duties as assigned ▪ Other duties, as assigned

EXPERIENCE:

- Five (5) years professional experience in development; including special events, grant writing, and prospect research
- Excellent oral and written communication skills
- Dedicated team player with demonstrated ability to work independently, oversee and coordinate projects, and at times juggle multiple responsibilities and priorities
- Ability to motivate staff and lead volunteers so as to achieve development goals
- Strong demonstrated time-management and organizational skills
- Knowledge of annual giving and major gift programs
- Knowledge of SALSA CRM, Microsoft Office and Excel strongly preferred

EDUCATION:

- Bachelor's degree required
- CFRE or other professional fundraising certification strongly desired

RELATIONSHIPS:

- Works closely with Executive Director, Office Manager and Communications Staff
- Directs participation of key volunteers and provides fundraising direction to Board members, as necessary
- Oversees/Supervises Special Event Coordinator
- Relates to general public, donors, and vendors

PHYSICAL AND MENTAL DEMANDS

- Strong judgment, integrity, and tact

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- Demonstrate initiative and excellent interpersonal skills
- Adherent to detail
- Flexible and well-organized, a creative problem solver, and politically savvy
- Able to oversee and coordinate multiple projects simultaneously and meet deadlines
- Ability to work independently and maintain professionalism
- Endure long periods of sitting, including while reading, writing, and using a telephone and/or computer
- Lift, carry, push or pull 25-plus pounds
- Exposure to heat, cold, wind, rain during outdoor special events
- We maintain a scent-free environment
- Adhere to Association of Fundraising Professionals (AFP) Ethical Principles & Standards

OTHER

- Works forty (40) hours per week, periodic evenings and weekends are required
- Salary range \$57,000 to \$62,000, commensurate with qualifications and experience
- Benefits include vacation and sick days, 70 percent of health insurance coverage if obtained through the Coalition's health plan with Rochester Chamber of Commerce
- Option to participate in 403(b) retirement plan
- Paid membership in Association of Fundraising Professionals