

Friends of Kids with Cancer Job Description

POSITION/JOB TITLE:	Director of Development	DATE: 08/2014
DEPARTMENT:	Development	SHIFT: Full Time
SUPERVISOR:	Executive Director	

JOB SUMMARY:

It will be the responsibility of the Director of Development to develop and implement strategies for solicitation, identification, and cultivation for successful philanthropic relationships with individuals, corporations and foundations. The primary objective is to increase revenue generated through foundations/grants, tribute programs, special events, sponsorships, and planned giving in accordance with the Friends of Kids with Cancer strategic plan.

DUTIES AND RESPONSIBILITIES:

1. Manages Development Master Plan which includes programs for Annual Giving, major gifts, special events, sponsorships, tributes, stewardship program and prospect management.
2. Develops cultivation and solicitation strategies for high-potential prospects utilizing major gift, planned giving, and event-based approaches.
3. Researching, developing, writing, and tracking proposals and reports for appeals to donors and prospects.
4. Prepares formal funding requests, required follow-up reports and renewal applications to major sources of private support.
5. Develops and implements donor stewardship programs.
6. Serves as the Development liaison to the Board of Directors and Development Committee.
7. Works closely with the Executive Director on all aspects of development.
8. Research and manage Grants Program.
9. Draft and edit grant proposals and strategize for a successful submission.
10. Utilize database for donor tracking and reporting.
11. Represent Friends of Kids with Cancer at public appearances as required.
12. Assumes other duties as assigned by the Executive Director.

QUALIFICATIONS REQUIRED:

- Bachelor's degree required, advanced degree preferred
 - 3 – 5 years experience in Development and fundraising
 - Strong commitment on cultivation and solicitation strategies for major gifts with emphasis on planned giving
 - Excellent verbal and written communication skills with confidence in making presentations
 - Experience preferred in the usage of Raiser's Edge or similar fundraising database
 - Respect for confidential information associated with donors, volunteers, especially patients and their families
 - Self-starter with ability to multi-task
 - Strong attention to detail
 - Team player willing to jump in where needed in small-staffed office
- ** *Deep understanding of, strong belief in, and passion for Friends of Kids with Cancer mission - Helping kids with cancer...be kids.***

APPLICATION PROCESS:

Qualified candidates should submit: **cover letter, resume, salary requirement, and availability** by email, fax or mail to:

Judy Ciapciak, Executive Director, Friends of Kids with Cancer
530 Maryville Centre Drive, St. Louis, MO 63141
Email: judy@friendsofkids.com Fax: 314-275-7446