



## **World Child Cancer USA**

### **Job Announcement**

Position Title: Development/Marketing Assistant

World Child Cancer USA is seeking a dynamic Development/Marketing Assistant to join our small but growing team. Join a global organization who's mission is to save the lives of children with cancer. This is a part-time position with a stipend and perfect for a new graduate who seeks to get a foot in the door and show off his or her talents and energy. Opportunities for growth and advancement.

#### Key Responsibilities

##### Donor and Prospective Donor Support

- Maintain and update Neon CRM
- Manage Colorado Gives and other giving campaign efforts
- Prepare reports as needed to evolve our development efforts
- Manage donor events and celebrations
- Ensure appropriate donor stewardship and communications

##### Marketing and Communications

- Oversee website updates and evolution (currently a WP site, but changing).
- Organize photo library in collaboration with WCC UK
- Write and manage monthly e-newsletter
- Manage the creation and updating of collateral as needed
- Manage WCC USA's social media on Facebook, Instagram, Twitter, and LinkedIn to drive newsletter sign-ups, keep stakeholders engaged, recruit new Ambassadors and donors.
- Increase engagement by posting compelling content regularly
- Create and execute engaging campaigns
- Collaborate with WCC UK as appropriate
- Track Outlander fans sights and engage to recruit as Ambassadors and/or supporting fans.
- Revise Ambassador program to better support fundraising
- Recruit new Ambassadors through social media and other means
- Manage individual fundraising pages and develop reporting
- Support Outlander campaigns in collaboration with WCC UK

##### Grants

- Ensure standard grants information is readily available
- Develop and maintain grant proposal templates

The mission of World Child Cancer USA is to improve cancer diagnosis, treatment and care for children

1031 33rd St. Denver, CO 80205 ☎ 480-269-7380

World Child Cancer USA is a registered 501(c)(3) nonprofit organization in the USA

Tax Identification Number: 46-0886328



#### Board Support

- Support Board members with materials and other needs including preparing targeted proposals/grants
- Assist with setting up logistics and planning around Board Meetings

#### Community

- Coordinate opportunities within the Posner Center as appropriate
- Partner with aligned organizations to mutually grow our stakeholder base
- Organize opportunities for World Child Cancer to be in the press, community, and with other thought leaders.

#### Candidate Attributes:

The ideal candidate should be an organized, self-driven communicator and a team player with experience in fundraising, marketing and communications. Must love a little chaos and be addicted to fun and progress!

- Passionate about World Child Cancer USA's mission
- Excellent planning and organizational skills
- Exceptional verbal and written communication skills
- Strong interpersonal communication skills are a must to build and maintain relationships with donors and volunteers
- Willingness to “wear many hats” or “juggle many balls” or “bake many cakes” and get the job done
- Ability to manage multiple, simultaneous initiatives
- Ability to collaborate with a team and meet deadlines in a dynamic and fast-paced environment
- Approachable leader with high energy, enthusiasm and excitement; ability to work with board members, high-profile donors, community members, staff and volunteers

#### Experience and Education Sought:

- Development and fundraising experience
- Experience with social media, marketing, communications
- Bachelor's degree or comparable work experience

#### **About World Child Cancer:**

World Child Cancer USA improves cancer diagnosis, treatment, and care for children in the developing world, where 80% of children with cancer reside. We do this by partnering hospitals in high-income countries with those at our projects in developing countries. By providing training for local nurses, social workers, and doctors, we have been successful in raising survival rates from less than 10% to 60% where we work. Currently, we operate 9 projects around the developing world. We also work with Project C.U.R.E. to provide needed project supplies to our partner sites.

To find out more information about our work, please visit [www.worldchildcancer.us](http://www.worldchildcancer.us).

Please send a resume and cover letter outlining your fit with this position to [info@worldchildcancer.us](mailto:info@worldchildcancer.us). Please indicate “Development Assistant” in the email subject line. This position is currently available and interviewing will commence immediately.

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