

**World Child Cancer
Job Announcement**

Position Title: Part Time Development Manager

World Child Cancer (WCC) is seeking a dynamic Development Manager to join our small but growing team. Be part of a global organization whose mission is to save the lives of children with cancer. We represent the US office of an international organization that is based in the UK. This is a part-time and flexible position. We have an office in downtown Golden and expect the candidate to be present a couple days a week. Opportunities for growth, travel and advancement.

Key Responsibilities

Individual and Corporate “Sales” Support (80%)

We take a sales approach to fund raising and run a process that requires weekly sales meetings, strategies and follow up. This position will be integral to that process.

- Provides sales support to Executive Director to help research, drive momentum, send predisposition emails, keep team on track. Uses *Copper CRM* to track opportunities.
- Research and strategize appropriate companies for corporate support.
- Track upcoming visits/meetings and strategize upcoming visits during weekly sales meeting.
- Take notes during all sales team meetings- after the meetings send out follow up/action items listing who is responsible for completing and due date.
- Maintain and update *Bloomerang* donor management database.
- Manage and keep updated other online donations platforms, such as Global Giving, and QGivs.
- Manage donor and marketing events.
- Assist with researching and writing grants.

Community (10%)

- Partner with aligned organizations to mutually grow our stakeholder base
- Organize opportunities for WCC to be in the press, community, and with other thought leaders.
- Engage with local sports teams (ie. Colorado Mammoth Lacrosse Out Cancer Night).
- Run Nurse Ambassador program to support fundraising and Nurse Twinning programs.

Marketing and Communications (5%)

- Write and manage e-newsletters.
- Manage the creation and updating of existing collateral as needed.
- Update website content as needed.

Board Support (5%)

- Assist with setting up logistics and planning around Board Meetings
- Take minutes during quarterly board calls.
- Create fund raising reports for board meetings

The mission of World Child Cancer is to improve cancer diagnosis, treatment and care for children and their families in the developing world.

Candidate Attributes:

The ideal candidate should be an organized, self-driven communicator and a team player with experience in fundraising, and some marketing. *The candidate will be expected to take a lot of initiative and manage processes and projects.* If you've had experience or training with ForImpact, that's a bonus.

- Passionate about World Child Cancer's mission
- Excellent planning, writing and organizational skills
- Strong interpersonal communication skills are a must to build and maintain relationships
- Willingness to "wear many hats" or "juggle many balls" or "bake many cakes" and get the job done
- Ability to collaborate with a virtual team and meet deadlines.
- High energy, enthusiasm and excitement.

Experience and Education Sought:

- Development and fundraising experience, prefer major gift, corporate and HNW donor experience.
- Proficient in conducting donor research and creating pipelines.
- Bachelor's degree or comparable work experience.

Salary and Benefits:

- Hourly range from \$24 to \$27, depending on experience.
- Position starts at 20 hours a week, with ability to move to full time work as organization grows.
- Flexible work environment
- Major public holidays off
- International travel
- Ability to learn many facets of growing a global brand
- Room for advancement for a go-getter

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 12 projects around the developing world.

To find out more information about our work, please visit www.worldchildcancer.us.

Please send a resume and cover letter outlining your fit with this position to info@worldchildcancer.us. Please indicate "Development Manager" in the email subject line. Candidates who apply before March 9th will be given priority. Anticipated start date of March 23.

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