

Development Manager

Reports to Vice President of Development

JOB OVERVIEW

The Development Manager will assist in the coordination of programs and events to build awareness, cultivation and fundraising components of Phil's Friends to support our mission of providing hope and support to those affected by cancer. This position also incorporates being a fundraising and volunteer lead within our Hope Center(s) helping to engage and incorporate development directed interaction with volunteers and staff.

RESPONSIBILITIES

- Assist Vice President of Development with the planning and coordinating of fundraising events including contracting, budgeting and event execution.
- Create and develop collateral pieces and marketing materials related to events and awareness.
- Work closely with communications coordinator to develop and manage promotion/communications plan for each event.
- Build and cultivate relationships with donors and volunteers.
- Act as a liaison at Phil's Friends fundraising, marketing and outreach events.
- Greet volunteers, direct check-in, communicate the mission of Phil's Friends to volunteers, and deliver presentations to diverse groups within the Hope Center.
- Assist in the creation of incorporation of fundraising within Hope Centers, this includes creating and providing leadership to Volunteer Leaders on best practices within the Hope Center to encourage donations.
- Instruct volunteers on the process of building a Phil's Friends care package and making cards, monitoring volunteers to ensure proper adherence to the process.
- Interact with volunteers to promote more engagement with Phil's Friends, driving care package requests, and encouraging volunteers to return and supporting Phil's Friends as a monthly donor.

- Schedule and Communicate with group inquiries for Hope Center volunteer sessions.
- Lead a brief Christian prayer, inviting volunteers to pray for cancer patients.
- Perform other duties as assigned.

QUALIFICATIONS

- Two (2) plus years of fundraising and event experience. Preferably with a non-profit.
- Bachelor Degree preferred or some college with work related experience will be considered.
- Demonstrates and maintain a passion for the mission of Phil's Friends.
- Ability to work independently with and without direction and to make sound (sometimes quick) decisions.
- Demonstrate strong interpersonal communication skills both written and verbal including large and small group presentations, group facilitation and training.
- Ability to read, comprehend and analyze number goals.
- Strong work ethic and high ethical standards and good steward of resources.
- Computer literate (e.g., Microsoft Office (Word, Excel) Google docs and sheets.
- Ability to operate standard office equipment (e.g., printer, copier, scanner, etc.)

DISCLAIMER

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time; as needed.

To apply, send a cover letter and resume to info@philsfriends.org - include Development Manager, and your first and last name in your email subject line.