

TEEN CANCER AMERICA

Development & Major Gifts Manager

Teen Cancer America is celebrating its 10th Anniversary and is devoted to supporting teenagers and young adults with cancer. This position will manage fundraising programs to foster growth and generate revenue for Teen Cancer America.

The Development and Major Gifts Manager, working with the Director of Development, will manage the day to day Fundraising activities of major gifts development and coordinate the cultivation and stewardship of donors through the pipeline. This role will include researching donor profiles, updating Salesforce information, and matching interests to specific TCA programs. This role manages cultivation, grant funding, solicitation, and stewardship from major gifts from individual, foundation, government and corporate donors and other activities appropriate to securing strong financial support and maintaining secure, positive relationships with current and prospective donors. This position helps facilitate donor cultivation events, grant applications, direct mail/online giving campaigns, and related departmental activities.

Self-motivation, flexibility, attention to detail, communication skills, and the ability to handle multiple projects are essential to this position.

Responsibilities

The successful candidate will be responsible for developing excellent relationships with funders, tracking donations and grant funds, preparing funder reports, researching and writing grants, submitting applications, and supporting external communications. The primary goal is to expand and diversify our funding and build a new revenue stream from major donors who believe in our mission and want to invest in our sustainability and growth.

- Creates and executes fundraising strategies to raise \$1,000,000 annually from high net worth individuals and grants
- Help build a diverse base of support from individual, corporate, foundation, and government sources to support the annual fundraising goal
- Serves as a member of the development team, influencing and driving relationships and best practices to accomplish market and region financial goals
- Responsible for developing and stewarding a portfolio of relationships to provide funding for our mission (retail campaigns, grants, donations and other partnerships)
- Oversees stewardship activities; ensures a high-touch response to partners and donors
- Ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation, and stewardship.
- Supports and creates donor cultivation events. Coordinate donor event logistics, including registration and attendee tracking and silent auction gathering of donations and receipt generation
- Assist with the implementation of donor retention and expansion strategies, through communication channels (i.e. Giving Tuesday and year-end campaign).
- Assist in the production of customised donor communications (including solicitation and sponsorship requests, acknowledgement letters, emails, and donor satisfaction surveys).
- Able to serve a diverse client population and communicate effectively in a culturally competent manner
- Develops revenue projections and provides financial analysis for development
- Develop and implement strategies to build awareness of and excitement for TCA's work and impact among prospective major donors and foundations

- Conduct donor and foundation research, build a robust pipeline of top major donor and foundation prospects, craft and make pitches to them, and nurture and manage those relationships
- Plan and carry out donor engagement activities such as appeals, annual and special campaigns, digital and social media campaigns, volunteer training and coordination, and special events
- Collaborating with the Digital Manager, develop written and digital content and drive design for donor-facing campaigns, initiatives, and activities; both in-person and virtual
- Assist with developing and refining department documents such as grant documents, fund development plan, case for support, Thank you acknowledgement policy, and impact report
- Develop strategies to share gratitude with donors and implement a meaningful donor recognition program
- Manage TCA's donor database to track potential grants, funders, and contacts, and maintain up-to-date records of prospects, applications, and grant reports
- Manage the grant application process and calendar. Write grant proposals, funder letters, and grant reports
- Act as the department liaison between staff, volunteers and volunteer committees, and donors.
- Provide line management of the Donor Cultivation Specialist
- Work with TCA Directorate to identify new opportunities and connections
- Performs other duties as assigned

Required Qualifications & Experience

Passion for TCA's mission of working to help teens and young adults experiencing cancer.

- Recommended 5 years of demonstrated experience in non-profit fundraising, with progressively increasing responsibility and proven sales track record
- Experience writing successful grant proposals, including securing grants of at least \$200,000 from foundations
- Knowledge of effective fund development strategies and practices in the areas of annual fund, major gifts, and planned giving programs
- This individual will have strong skills in terms of solicitation and stewardship.
- Excellent project management skills, including the ability to organise and prioritise large volumes of work, meet deadlines, pay close attention to detail, and communicate anticipated needs as they arise
- A spirit of innovation, iteration, and learning
- A self-starter. This is a new dedicated fundraising position for the organisation, which means you will be building some materials and systems from scratch, as well as learning and leveraging resources from organisations.
- Excellent interpersonal, verbal, and written communication. You understand how to tell an inspiring story of TCA's work and impact in different formats and for diverse audiences.
- Ability to track outcomes, analyse and synthesise data, and convey information in a clear and compelling way
- Flexibility to adapt and collaborate as our organisation grows and evolves
- Demonstrates integrity, collaboration and stewardship

Preferred Strengths

- Strong network and relationships with LA donors, philanthropic advisors, and foundations that support cancer causes
- Demonstrated success in raising over \$1 million in funding per year
- Proven track record of success in account management and developing corporate partnerships that result in exceeding revenue target
- Strong communications and public speaking skills, and the ability to communicate ideas with enthusiasm to diverse audiences
- Strong writing and analytical skills, and the ability to problem-solve both independently and working in collaboration with a team
- Builds trust with others through authentic commitment and high ethical standards.
- Proven ability to support the planning and implementation of an effective fund development program
- Proven ability to work independently and to work effectively with a variety of stakeholders including staff, volunteer committees, and the board of directors
- Proven ability to develop effective donor-facing communications across multiple channels including print, digital, and social media
- Proven ability to solve problems while exercising sound judgement and discretion
- Bachelor's Degree recommended
- CFRE certificate preferred

Salary Range \$67-75k depending on experience.

Apply to Michelle@teencanceramerica.org

TCA

TCA is an equal opportunity employer. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy (including childbirth, lactation/breastfeeding, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics, as well as those of family members), veteran status, uniformed service member status, gender, gender identity, gender expression, transgender status, arrest or conviction record, domestic violence victim status, credit history, unemployment status, caregiver status, sexual and reproductive health decisions, salary history or any other status protected by federal, state, or local laws. All qualified applicants will receive consideration for employment.