About A Fresh Chapter

A Fresh Chapter (AFC) is a nonprofit* providing innovative psychosocial support to individuals impacted by cancer. We believe that people are not defined by the most difficult parts of their story. Our mission is to empower people to redefine and rebuild their lives by sharing the tools, support, and community to thrive—whether living with or beyond cancer. Our dedicated team of staff, facilitators, consultants, and alumni ambassadors bring our transformational programs to life, and we are seeking talented and passionate people to join our small but growing team. Join us in transforming adversity into possibility.

Role Overview

The Fund Development Manager will work closely with the CEO to support AFC’s ability to engage individual, corporate, and foundation donors to fulfill our mission. This is a new position within the organization. AFC is looking for someone with development experience who is excited to be part of shaping the development strategy and structure for AFC to meet the growing need (in the U.S. and abroad) for innovative psychosocial support. The Fund Development Manager will work with AFC leadership to manage and execute development-related activities, with a particular focus on grant strategy and management for both corporate partners and foundations. The role requires strong communication skills (both verbal and written), organizational skills, attention to detail, and the desire to be part of a small but dynamic team. This is the ideal opportunity for someone who is passionate about cancer support and wants to be part of building new systems for a quickly expanding organization. This is a remote working position for A Fresh Chapter. However, as in-person programming becomes available, this position will have an opportunity to travel and learn first-hand why AFC’s experiential programming is changing lives.

Key Responsibilities

Grants Management

- AFC has a strong track record of success in securing corporate grants and sponsorships. We are looking for an experienced out-of-the-box thinker to help us expand our corporate partnerships as well as diversify our funding with foundation grants. In this position, the Fund Development Manager will drive grant proposal research, development, and submission through the following activities:
  - Work with program staff and the CEO to streamline and develop a central repository for grant language and supporting documents, as well as a system for tracking all grant submissions and partner/sponsor benefits.
  - Research new funding and business development opportunities on a local, state, and federal level and determine viable grant funding sources.
  - Draft proposals/LOIs, grant application narratives, and budgets, and collaborate with
program staff, finance, and the CEO to finalize submissions.

○ Assemble all necessary supporting materials and grant attachments for submissions via paper or online portals, and track all submissions in the newly created tracking system.

○ Maintain a master calendar of grants and prospects and all associated files and correspondence.

○ Work with CEO to facilitate the execution of thank you letters and grant contracts/agreements.

○ Work with communications team members to ensure:
  - Acknowledgment of funders/partners via website, e-newsletter, and social media.
  - The development of progress reports, targeted program updates (e.g. blog posts, press releases, FB and Twitter posts), and final reports that fully capture programmatic success.

○ Provide recommendations for the growth and expansion of AFC’s Development Team, sharing insights for organizational strategic planning.

**Major Gifts + Individual Donors**

- In addition to expanding our grants portfolio, AFC is also building out a stewardship program and a more robust strategy for individual donors and major gifts. The Fund Development Manager will have the opportunity to share their expertise and collaborate with AFC team members to:
  - Create a system for managing day-to-day data records of cultivation strategies, evaluations, solicitations, contact reports, and donor prospects updates.
  - Streamline a process for prospect research and an accurate record-keeping of databases, lists, spreadsheets, and profiles concerning donor prospects.
  - Share innovative ideas for the development of AFC’s stewardship program and work with program staff to execute this vision.
  - Assist in communications with individual donors and sponsors.
  - Assist with donor communications, special event materials, and other fundraising support documentation as needed.

- Aligns work duties with the AFC’s Mission, Vision, and Core Beliefs.

- May perform other duties as assigned, dependent on organizational needs and employee skills.

**Knowledge, Skills, and Abilities Required**

- Superior interpersonal, verbal, and written communication skills and the ability to cultivate relationships with a wide array of stakeholders, both internal and external.

- Exudes a spirit of collaboration and a willingness to be a team player.

- Ability to make well-reasoned decisions as part of a team and in the best interests of the organization.

- Ability to relate to, and engender trust with people of different ages, races, ethnicities, faiths, and socioeconomic statuses.

- Ability to share concepts and approaches particularly those related to grants management.
● Excellent organizational skills, project management abilities, and attention to detail, including the ability to proofread documents and maintain the accuracy of details in a high-paced setting.
● Ability to contribute to a culture of philanthropy within an organization.
● Highly motivated, with the ability to work independently, take initiative, participate as an effective team member, and follow tasks through to completion.
● A conviction that fundraising and/or stewardship are positive values and essential dimensions of effective non-profit institutions.
● Proficiency in organizing and prioritizing tasks strategically in a fast-paced environment and the ability to complete a high volume of work at a consistently high level of quality.

Minimum Qualifications
● Bachelor’s degree from an accredited institution of higher education or relevant professional experience.
● 3+ years of experience in nonprofit fundraising with a thorough knowledge of fundraising principles and grants management.
● Prior experience in grants management including both writing grants and managing the submission and reporting process.
● Proficiency with Google Drive, Microsoft Office, database management, and social media platforms.
● Knowledge of budgeting and project management is preferred.

Application Process
Please apply by sending the following materials to lyndsey@afreshchapter.com by May 15, 2022:
● A cover letter with a short explanation of why you would like to work with AFC and how your experience will impact the people served through our programs.
● A professional resume.
● A fund development-related writing sample (no more than 250 words).
● Contact information for three references.

People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual, and transgender, and Veterans are welcomed and strongly encouraged to apply.

Salary Range: $60,000—$70,000 (commensurate with experience) with a bonus structure and access to excellent health insurance and benefits. This is a full-time position.

*A Fresh Chapter is a project of Social & Environmental Entrepreneurs (www.saveourplanet.org), a California-based 501(c)3 organization dedicated to providing support services to projects that promote social and/or environmental justice. SEE’s robust infrastructure in human resources and finance allows the AFC team to focus our efforts on content development, program delivery, and community-building.