

Cancer Alliance of Help & Hope, Inc.

Palm Beach County, FL | www.cahh.org

NOW HIRING

Director of Development

Reports To	Status	Location	Starting Salary
Executive Director	Full-time In-office	Palm Beach, FL	\$95,000/year

About Cancer Alliance of Help & Hope

Cancer Alliance of Help and Hope, Inc. (CAHH) is a Palm Beach County not-for-profit organization that eases the burden of qualified local cancer patients by paying a portion of their non-medical bills, supplementing basic needs, and providing support and information resources. Our vision is a future free of financial burdens for cancer patients.

Position Summary

The Special Events Coordinator is responsible for executing special fundraising, community, and volunteer events, as well as managing donor stewardship to achieve agency goals. Working under the direction of the Chief Executive Officer, this role oversees an existing portfolio of fundraising events, coordinates all logistics and marketing, and manages event-related databases and budgets.

Key Responsibilities

- **Event Execution & Logistics:** Directs all facets of fundraising, community, and volunteer events, including hands-on event support, vendor management, and coordinating with event committee chairs.
- **Fundraising & Donor Stewardship:** Prepares sponsorship proposals, solicits in-kind donations, research new donors, and processes donation acknowledgments to hit agency financial targets.
- **Marketing & Communications:** Develops event-specific marketing, public relations, and advertising plans while managing the design, production, and distribution of print and electronic promotional materials.
- **Data & Financial Management:** Monitors event budgets, tracks financial progress, and maintains critical databases for invitations, donors, attendees, and auctions.
- **Volunteer Engagement:** Recruits, engages, and manages relationships with community volunteers to expand outreach and support event success.

Qualifications

- Bachelor's degree with foundation in business, marketing, public relations, marketing, or related field, or an Associate Degree with at least 5 - 8 years' experience in customer relations, marketing, development or related field. CFRE preferred.

- A minimum of five years of successful fundraising experience with three years in the major gifts arena. An understanding of deferred gifts is essential.
- Proven achievements in revenue generation.
- Demonstrated knowledge of planned giving strategies, regulations and gift instruments.
- Ability to engage and coordinate effectively with Board and staff level teams.
- Excellent oral and written communication skills.
- Computer proficiency in word and excel, with knowledge of donor data entry systems.
- Ability to work with and relate well to staff and community.
- Must be a team player.

Compensation & Schedule

This is a full-time, in-office position starting at \$95,000 per year, commensurate with experience.

How to Apply

Interested candidates should submit a resume and a brief cover letter to Scollemer@cahh.org,
scollemer@cahh.org/561.215.7360