**Hope Cancer Resources**

**Director of Philanthropy – Full-time, Exempt**

[**HopeCancerResources.org**](http://www.hopecancerresources.org)

The mission of Hope Cancer Resources is to provide compassionate, professional cancer support and education in the Northwest Arkansas region today and tomorrow.

The Director of Philanthropy will oversee and manage all aspects of the Major Gifts Program for the Hope Cancer Resources Foundation. This person will help donors fulfill their passions and interests through their giving to benefit those served by Hope Cancer Resources. They will secure funding to further the mission of Hope Cancer Resources by managing a group of assigned, qualified donors assuring that as many as possible are retained as continuing donors and, over time, are upgraded in their giving and involvement.

The Director of Philanthropy will assist the Development Department in reaching the fundraising goals set for the Foundation. They will manage and implement prospect research and cultivation of major gift donors.

The Director of Philanthropy must be an individual who is willing to work within a team framework in planning and executing their role. They will demonstrate strong organizational skills with attention to detail. It is essential that this person be able to multi-task, prioritize, meet deadlines and possess listening and problem-solving skills.

**Duties, Responsibilities & Accountability**

* Knowledgeable of the mission, values, and programs of Hope Cancer Resources.
* Knowledgeable of donor software, preferably the Blackbaud donor management system.
* Cultivate relationships with donors and prospects for Hope Cancer Resources Foundation.
* Create a unique plan for each donor that takes into account the individual donor’s interest, motivations, giving patterns and ask preferences which will serve as a foundational communication and marketing plan for each person on the portfolio.
* Responsible for meeting annual and multi-year major gift fundraising goals.
* Responsible for ongoing stewardship to donors including reports of how their investment provided for a family through our services.
* Will work with others in Development & Communications to secure appropriate project information, including budgets, and create individual proposals that will be used with persons in their portfolio to secure gifts.
* Create timely reports as required by the Vice President of Development that accurately reflect caseload activity and performance.
* Have the ability to manage process, deadlines and budgets for the Major Gifts Program for the Foundation while adhering to the policies and procedures of Hope Cancer Resources.
* Perform other development related duties as assigned by the Vice President of Development.

**Education and Experience**

Bachelor’s Degree and five years of major-gift fundraising experience.

Ability to maintain a flexible work schedule, including some evenings and weekends.

Excellent interpersonal, organizational skills, and communication skills – verbal and written.

Knowledge of donor database software, preferably Blackbaud donor systems, a plus.

Knowledge of word processing and spreadsheet programs.

As part of the development team, everyone is responsible for meeting annual campaign and department goals. This position has access to confidential information which must be treated appropriately. The physical demands of this position include sitting, frequent computer and telephone use, and lifting. The position also requires the ability to work long hours and weekends as needed for special events and campaigns.

Contact:

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