

**Manager of Community Outreach
Forge Breast Cancer Survivor Center
Date Posted: April 8, 2019**



**Manager of Community Outreach
Full-time Position**

Organization Summary:

Forge Breast Cancer Survivor Center (Forge) offers support, knowledge, strength, and direction to breast cancer survivors and their loved ones. Forge is a partnership created by Brookwood Baptist Health, The Community Foundation of Greater Birmingham, Grandview Medical Center, St. Vincent's Health System, and UAB Medicine. Through Forge, all those touched by breast cancer can bond with others to ***Forge a new future.***

Job Summary:

Forge is seeking an energetic, flexible, intuitive, and highly organized individual to join our team as a Manager of Community Outreach. A successful Manager of Community Outreach must be confident in their abilities to play a major role in building a strong financial and community support base to sustain our work. A Manager of Community Outreach will report to the Executive Director. They will work alongside Forge's Executive Director to ensure that our financial growth runs parallel to our program growth and ensure that our work is relevant, meaningful and effective (and effectively measured and communicated).

Responsibilities:

- Work alongside Forge's Executive Director:
 - To create & implement Forge's fundraising and sustainability plan
 - To strengthen or establish new strategic partnerships
 - To write grant reports, renewal requests, and apply for new grant opportunities
 - With future Board of Directors, Junior Board, and Committees
- Identify, cultivate, and steward donors; maintain donor database; plan and manage fundraising initiatives including major gifts, planned giving, and corporate giving
- Implement Forge's media & marketing strategy
- Conduct ongoing research in business, philanthropy, and related fields to identify potential donors and sources of donor information
- Remain current with events and trends in local and national business, nonprofit and philanthropy
- Other duties as assigned

**Complexity of Work:**

Within scope of job, requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Candidate must demonstrate excellent problem-solving skills, superior attention to detail, commitment to accountability, excellent written and oral communication and a sense of humor. Must be able to work in a stressful environment.

Minimum Qualifications**Education:**

Bachelor's level degree; Advanced degree preferred

Work Experience:

- Proven track record (minimum of four years) of raising funds from diverse sources, including major gifts from individuals, foundations, corporations, and government agencies
- Minimum of four years of experience in two or more of the following areas, preferably in a nonprofit setting and/or a medical center: strategic planning, marketing, grant writing, event planning, and donor database management

Additional Preferred Qualifications:

- Valid driver's license and transportation
- Proficiency with Microsoft Office programs (Word, Excel, PowerPoint) and Google applications
- Proficiency in donor software management
- Experience with foundation and/or federal grant writing

How to Apply:

Email your resume, cover letter, three professional references (one of which must be a supervisor), and a writing sample to Forge's Executive Director, Caroline McClain: caroline@forgeon.org.