

**Development Coordinator**  
**West Cancer Foundation**

Reports To: Vice President of Development  
FLSA Status: Exempt, Salaried  
Pay range: \$50,000 - \$55,000 / year

Application Link: <https://app.loxo.co/job/MTAyMDItHJ1cWV3Z2Y2NzQwdmVsZA==?t=1771536370849>

**About Us:**

West Cancer Foundation's mission is to break through barriers to cancer care and improve patient outcomes.

**Position Summary:**

West Cancer Foundation is seeking a resourceful, charismatic, and highly organized Development Coordinator to plan and manage fundraisers, source and cultivate new donors, and support the Foundation's overall revenue goals. This role requires extensive experience with project management and both small- and large-scale event planning. The Development Coordinator must thrive in a fast-paced environment, demonstrate strong presentation skills to all levels of stakeholders, and excel at managing multiple priorities with keen attention to detail and professionalism.

An efficient Development Coordinator can plan initiatives well in advance, pivot quickly as needed, and work independently while also being an engaged team member.

**Responsibilities:**

- Plan, organize, and execute fundraising events of all scales from inception to completion.
- Act as project lead for all operations of the signature fundraising event, West Fight On, under the supervision of the VP of Development
- Manage sponsorship fulfillment, donation acquisition, follow-up, and stewardship for all donors and sponsors.
- Support all administrative aspects of fundraising, including data management, reporting, tracking donor activity, and ensuring accurate CRM records.
- Assist the President and Vice President of Development with all activities related to revenue generation and donor engagement.
- Build and maintain positive relationships with existing donors to encourage sustained and increased giving.
- Deliver compelling West Fight On presentations to external stakeholders at all levels.
- Execute corporate partner outreach and engagement events to expand the Foundation's breadth and depth in the corporate realm.
- Identify opportunities for and facilitate community DIY fundraisers and peer-to-peer initiatives.
- Stay current on trends and best practices in the fundraising and development profession.

**Requirements:**

- Bachelor's degree in marketing, communications, nonprofit management, or a comparable field.
- 2–4 years of experience in project management, event planning, fundraising, and donor cultivation.
- Prior experience with cold-calling and new donor prospecting preferred
- Demonstrated administrative experience, including using CRMs and managing donor data.
- Proven ability to multi-task, pivot, and thrive in a fast-paced environment.
- Exceptional networking and relationship-building skills.
- Excellent written and verbal communication and presentation skills.
- Highly organized with strong attention to detail and the ability to manage several projects simultaneously.
- Professional, ethical, and able to work independently and collaboratively as part of a team.
- Ability to communicate and present effectively to stakeholders at all levels.
- Demonstrated ability to foster positive relationships with donors, volunteers, and community partners.

**Work Environment / Physical Demands / Travel:**

- Typical office environment with moderate noise level.
- Ability to work a flexible schedule, including evenings and weekends as needed.
- Valid driver's license and reliable transportation required.
- Ability to stand, walk, reach, climb or balance, stoop or crouch, use hands/wrists, talk, see, and hear for extended periods.
- Ability to lift up to 50 lbs.