

West Cancer Foundation is seeking a resourceful and charismatic development coordinator to organize fundraisers and source donors to raise money for WCF. The Development Coordinator must have excellent networking skills and experience with event management. An efficient development coordinator can plan initiatives in advance and manage multiple tasks at once.

**Development Coordinator Responsibilities:**

- Plan and manage fundraising events.
- Find new donors and maintain good relationships with existing donors.
- Assist the President and Vice President with all activities surrounding revenue enhancement.
- The emphasis will include managing all operations of the signature fundraising event, West Fight On.
- Fully utilize CRM to increase all metrics.

**Development Coordinator Requirements:**

- Prior experience with event planning.
- Excellent networking skills.
- Good knowledge of fundraising strategies
- Excellent communication skills.

**Responsibilities for Development Coordinator**

- With the VP of development and VP of operations, develop a realistic budget for events and account for anticipated fundraising outcomes.
- Assume full responsibility for various fundraising efforts including sponsorship fulfillment, acquiring donations, all follow-up and stewardship with sponsors and other donors.
- Research and identify prospective new donors and proactively initiate sponsorship and funding.
- Assists in helping management in the development of fundraising goals and works to achieve and surpass these goals.
- Coordinate all aspects of fundraising events and activities planning to execution.
- Work directly with management and development team to manage project workflow and oversee day to day milestones for projects.

**Education and Experience**

- Bachelor's degree in marketing, communications, or another comparable field.
- 1-3 years' experience working in fundraising or project organization.
- Experience planning large-scale events and fundraisers.
- Foster positive relationships with current and potential stakeholders
- Experience working with a robust CRM.

**Skills**

- Ability to collaborate well with a team to promote company initiatives.
- Ability to prioritize and manage several milestones and projects efficiently.
- Professional written and interpersonal skills are essential when communicating with stakeholders.
- Experience collaborating with a diverse team and promoting a positive brand image.
- A high standard of professional and ethical conduct, integrity, and accountability.
- Proven experience working with all levels of volunteers.

**Salary**

- \$45,000 - \$55,000 annually plus benefits

**Work Environment/Physical Demands/Travel**

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

To apply please submit a resume to [Kristin.lockhart@adamskeegan.com](mailto:Kristin.lockhart@adamskeegan.com) or apply through this link:

<https://app.loxo.co/job/MTAyMDItcDhoaTZ1MGnpYWdzjVqdg==?t=1707940652829>