

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/MTAyMDItN3Q5MTFpZDhvNzFmN3lkdw==?t=1752000210536>

About Us:

West Cancer Foundation's mission is to break through barriers to cancer care and improve patient outcomes by providing accessible patient resources, early detection and education, and community-based research.

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, both small- and large-scale event planning, new donor prospecting, cold-calling, and moves management. 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 lead project manager 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.
- Research, identify, and proactively cultivate new donor prospects, including cold calling as needed.
- 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.
- Conduct thorough needs analyses with prospective corporate partners to identify the most mutually beneficial ways to collaborate — including corporate gifts, sponsorships, workplace giving, DIY fundraising, peer-to-peer campaigns, volunteering opportunities, and more.

- 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.
- Demonstrated fundraising 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.
- Ability to conduct a strategic needs analysis to determine how a corporate partner may best engage — whether through sponsorships, corporate giving, workplace giving, DIY fundraising, peer-to-peer fundraising, or employee volunteer programs.

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.