



**Business Development Director Job Description
World Child Cancer USA
April 2017**

World Child Cancer USA

The Business Development Director is the key business development/management leader of World Child Cancer USA. The Business Development Director is responsible for overseeing the fundraising, marketing, and partner development of the organization. Working with the Board of Directors, the Business Development Director is also involved in the programs and strategic operations of the organization. The position reports to the World Child Cancer USA Board of Directors and is directly supervised by the Chair of the Board of Directors. As a start-up operation, this position will evolve as the organization gains traction.

KEY POSITION RESPONSIBILITIES:

Fundraising

- Responsible for fundraising and all other resource development strategies necessary to support World Child Cancer USA's mission and to meet the annual growth targets.
- Leads the strategy and implementation of all fundraising efforts including individual donors, foundations, corporations, cause marketing and collaborations.
- Supports the Board of Directors in their fundraising activities.
- Develops and manages the Ambassador program to raise funds and awareness.
- Stewards all donor and prospects through the giving cycle and maximizes donor retention.
- Works with foundations and philanthropic organizations to secure funding for operations and programs.
- Creates and executes on regular fundraising appeals.

Marketing

- Responsible for the enhancement of World Child Cancer USA's brand/image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- With the Board and World Child Cancer UK, ensures global branding and communications are coordinated and consistent.

- Responsible for the World Child Cancer USA website and all collateral, including presentations and videos for fundraising, partner development and friendraising.
- Drives social media communications including a regular newsletter to create a community of support for World Child Cancer.
- Acts as a key spokesperson for the organization. Organizes opportunities for the Board to speak on behalf of the organization.

Partner Development

- With the Board, pursues collaborative partnerships to grow the impact of our operations. This may include in-country partners, strategic partners (such as Project C.U.R.E), funding partners and program partners.

Strategic Operations

- Working with the Treasurer and World Child Cancer UK, ensures regular financial statements are developed and shared with the US Board.
- Responsible for maintaining fiscal integrity of World Child Cancer USA, including preparing an annual budget for approval.
- With the Treasurer, ensures all legal filings including tax returns are accurately completed and timely.
- Responsible effective administration of World Child Cancer USA operations including our membership at Posner Center.
- Responsible for the hiring and retention of staff and volunteers and works to have efficient and effective operations.

Program/Projects

- With the Board Operations committee, responsible for development, implementation and stewardship of World Child Cancer USA's programs that carry out the organization's mission.
- Collaborates with World Child Cancer UK programmes team on their direct supervision and implementation of USA funded projects. Responsible for ensuring program outcome feedback is available.

Board Governance:

- Works with the Board chair, Treasurer, and Secretary to support and steward the World Child Cancer Board of Directors in their work.
- Regularly reports to the Board on activities, outcomes, opportunities and challenges.

Other duties as assigned by the Board of Directors.

Position Competencies:

- Experience and passion around (global) public health matters.

- 5+ years of fund development experience.
- Success as a self-starter. Direct start-up experience is beneficial but not required.
- Experience with Board of Directors.
- International Development experience is beneficial but not required.
- Spanish language skills are beneficial but not required.

Details:

This is a full-time position based out the Posner Center in Denver, Colorado. No benefits are offered however PTO is included (20 days/year). A cell phone will be reimbursed and a laptop will be provided. Salary range is \$60,000 to \$85,000 annually, depending on experience and mutually determined expectations/deliverables.

Travel for fundraising and to visit program sights ~annually may be required.

To Apply:

Please send cover letter, application, and any supporting materials to hiring@worldchildcancer.us Applications will be accepted through 4/21/17.