

World Child Cancer USA Job Announcement

Position Title: Development Manager

Full-time position, based at the Posner Center for International Development, Denver CO

Key Responsibilities:

- Proactively manage our social media on FB, Instagram, Twitter, and linked-in to drive up newsletter sign-ups, keep stakeholders engaged, recruit new Ambassadors and donors and in general, advance the mission.
 - Increase engagement by posting compelling content regularly
 - Create and execute engaging campaigns
 - Collaborate with WCC UK as appropriate
 - Track Outlander fans sights and engage to recruit as Ambassadors and/or supporting fans
- Support and grow the Ambassadors Program and other volunteers outreach to support them in their fundraising
 - Revise Ambassador program to better support fundraising
 - Recruit new Ambassadors through social media and other means
 - Manage individual fundraising pages and develop reporting
 - Support Outlander campaigns in collaboration with WCC UK
- Donor and Prospective Donor Support
 - Maintain and update Neon CRM
 - Project Manage Colorado Gives and other giving campaign efforts
 - Prepare reports as needed to evolve our development efforts
 - Manage donor events such as breakfasts, meet and greets, and celebrations
 - Ensure appropriate donor stewardship and communications
- Marketing and Communications
 - Oversee website updates and evolution to present mission to the public
 - Organize our photo library in collaboration with WCC UK
 - Manage our monthly e-newsletter to grow our stakeholder base
 - Project manage the creation and updating of collateral as needed
- Grants
 - Ensure standard grants information is readily available
 - Develop and maintain grant proposal templates
- Board Support
 - Support Board members with materials and other needs including preparing targeted proposals/grants
 - Assist with setting up logistics and planning around Board Meetings
- Community
 - Coordinate opportunities within the Posner Center as appropriate
 - Organize and manage shared folders, email inquiries, phone inquiries
 - Partner with aligned organizations to mutually grow our stakeholder base
 - Organize opportunities for World Child Cancer to be in the press, community, and with thought leaders
- Special projects as assigned

**Candidate attributes:**

The ideal candidate should be an, organized, self-driven communicator and a team player with experience in fundraising, outreach, and communications.

- Buy-in to World Child Cancer USA's mission
- Excellent planning and organizational skills
- Exceptional verbal and written communication skills
- Strong interpersonal communication skills are a must to build and maintain relationships with donors and volunteers
- Willingness to “wear many hats” and to get the job done
- Ability to manage multiple, simultaneous initiatives
- Ability to collaborate with a team and meet performance deadlines in a dynamic and fast-paced environment
- Approachable leader with high energy, enthusiasm and excitement; ability to work with board members, high-profile donors, community members, staff and volunteers

Experience and Education sought:

- Development and fundraising experience
- Experience with social media, communications
- Bachelor's degree or comparable work experience

About World Child Cancer: World Child Cancer USA improves cancer diagnosis, treatment, and care for children in the developing world, where 80% of children with cancer reside. We do this by partnering hospitals in high-income countries with those at our projects in developing countries. By providing training for local nurses, social workers, and doctors, we have been successful in raising survival rates from less than 10% to 60% where we work. Currently, we operate 9 projects around the developing world. We also work with Project C.U.R.E. to provide needed project supplies to our partner sights. To find out more information about our work, please visit www.worldchildcancer.us.

How to Apply: Please send a resume and cover letter outlining your fit with this position to wearehiring@worldchildcancer.us. Applications without a detailed cover letter will not be considered. Please indicate “Development Manager” in the email subject line. This position is currently available and interviewing will commence immediately.