

ASK Childhood Cancer Foundation Development Director Job Description



The mission of ASK Childhood Cancer Foundation is to make life better for children with cancer and their families. ASK seeks an experienced, full-time Development Director to build upon a strong base of donors. This person will lead, design, implement and evaluate a comprehensive strategy to grow and cultivate major gifts support, expand the annual giving program and oversee the organization's special events.

The Development Director is a senior-level position responsible for planning, managing and executing fundraising programs and the organization's development strategy. This person reports to the Executive Director and works in collaboration with the Director of Strategic Growth, Board of Directors and Development Committee. This position manages a team that includes the Special Events Manager, Communications Manager, and Development Assistant. This person will be a member of the organization's leadership team.

DEVELOPMENT

- Develop and implement overall annual fundraising plan, including goals, timelines, budget and identified audiences for proposals, appeals, and campaigns.
- Manage fundraising activities and metrics to ensure that fundraising goals are being achieved and sources of support are diversified.
- Regularly review portfolio and develop moves management program to provide Executive Director, Board Members, Development Committee and Development Team with personalized cultivation, briefing and ask strategies.
- Build and manage a comprehensive donor stewardship program to strengthen and deepen relations between ASK and individual donors, corporate supporters, granting foundations and community funding partners.
- Provide direction and supervision on all development operational processes, including database management, financial reports, donor lists, gift processing and acknowledgments, donor benefits and fulfillment activities.
- Develop and manage a foundation grants strategy and process, from research and targeting of grant opportunities, drafting grant proposals in collaboration with key staff and Executive Director, managing submissions, follow up reports, to conducting planned outreach to deepen relationships with funders.
- Supervise and mentor Special Events Manager, Communications Manager and Development Assistant to meet their individual goals in support of the team's fundraising plan.
- Work collaboratively with staff to increase support for ASK's strategic priorities.

EVENTS

- Provide staff leadership in planning, development, implementation and evaluation of ASK's signature event, the ASK Above & Beyond Gala. Manage activities including sponsorship, auction, individual giving, communications, vendor contracts and working with gala committee.
- Support Special Events Manager in reaching fundraising and strategic goals for 5K events, Ambassador Program and third-party fundraisers, including assistance with sponsor and vendor relationships, development of promotional materials and plans, and onsite logistics.

- Contribute to the creation of meaningful and impactful events that garner press and brand awareness, foster strong community relations, increase revenue, donor loyalty and acquire new supporters, including community partner fundraisers and third-party events.
- Represent ASK at community events to expand the organization's pool of supporters.

COMMUNICATIONS

- Oversee the writing, production, design, and distribution of a wide variety of publications and collateral materials, including annual reports, brochures, marketing materials, fact sheets, one-pagers, slide decks, videos and other materials.
- Coordinate website updates with staff to ensure that new and consistent information (article links, stories, and events) is posted regularly and ensure content is navigable.
- Support the organization's social media presence by creating, collecting and coordinating content with staff that will engage various stakeholders.

The ideal candidate will have:

- Bachelor's degree from an accredited college or university.
- Minimum 5+ years in successful fundraising experience in the nonprofit sector.
- Experience leading and managing a team.
- Proven track record of securing gifts that align with donor interests and the organization's priorities through cultivation, solicitation, and stewardship of donors.
- Successful track record in special events fundraising.
- Experience recruiting corporate sponsors, donors and partners.
- Experience working with volunteers and board of directors.
- Excellent verbal and written communications skills.
- Expertise in managing social media and other digital communications.
- Strong applied computer skills, with a solid understanding of donor database and fundraising systems (Bloomerang, qGiv, Network for Good)
- Attention to detail and strong writing skills are essential.
- Able to think strategically; a good problem solver with critical thinking and analytical skills.
- Enthusiastic support of ASK's strategic vision, mission, and goals.

This position is full-time position requiring some evening and weekend hours. This position will be based at the ASK Childhood Cancer Foundation's Family Center, located at 5211 W. Broad Street, Suite 100, Richmond, VA.

ASK Childhood Cancer Foundation is an Equal Opportunity employer. ASK offers competitive salary, health insurance, simple IRA with match; holidays, vacation and sick leave; a pleasant, energetic work environment; and an engaging, purposeful workplace culture. The salary range for this position starts at \$75,000 and is based on experience. All offers of employment at ASK Childhood Cancer Foundation are contingent upon a clear background check and proof of Covid-19 vaccination.

To apply, please submit a **cover letter** and **resume to the attention of ASK's Executive Director, Amy Godkin**, by **Friday, May 20th** to jobs@askccf.org. Please write "Development Director" in the subject line.

About ASK Childhood Cancer Foundation: Founded in 1975, ASK Childhood Cancer Foundation (askccf.org) is Central Virginia's most comprehensive provider of support services for children with cancer and serious blood disorders as well as their families. Our mission is to make their life better by providing emotional, social, financial and educational support.