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| Development & Communications Manager Fulltime – 40 hours per week Reports to Executive Director Exempt Status |
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Cancer Support Community East Tennessee, Inc. is a 34-year-old nonprofit organization that provides support and education to people living with cancer and their family members/loved ones. All programs are offered at no charge and are designed to ensure that no one faces cancer alone.

If you have a heart for our work and the desire to use your interpersonal skills to further our mission, we want to hear from you!

The Development & Communications Manager is responsible for raising funds to ensure that CSCET has the financial resources to support operations and for raising awareness of CSCET programs and events.

Fundraising

- Manage the development calendar and strategic objectives
- Implement the Donor Care Plan to cultivate and retain donors
- Identify and research foundations, corporations, and other potential funders
- Create, prepare and distribute development communications including annual appeal, major gifts and planned giving brochures, sponsorship packets and campaign materials
- Ensure maintenance of all appropriate record keeping in database, reporting and evaluation systems related to fund development, prospect/donor tracking and donor acknowledgement
- Research grant opportunities and manage grant applications

Special Events

- Oversee the creation of promotional materials for fundraising and community events
- Manage all aspects of silent and live auctions including soliciting auction items, thanking donors, creating displays and bidding materials through Handbid or other software
- Coordinate other event logistics including food, AV equipment, supplies, volunteers, etc.
- Implement follow-up strategies post events to thank and renew all donors

General Communications

- Manage the communications calendar and strategic objectives
- Promote programs and events through social media/print/TV, etc.
- Oversee the creation of the bi-annual newsletter
- Maintain and update website content

Administrative

- Participate in weekly staff meetings
- Participate in communications and development conference calls/training
- Represent the organization through participation in professional associations such as Association of Fundraising Professionals or Knoxville Marketing Association

Community

- Represent Cancer Support Community at community functions and develop new relationships with potential volunteers, donors and community friends
- Support and advocate for the mission of Cancer Support Community

Take on other duties as necessary or assigned.

This position has the potential to grow into the director of development and communications.

8:30 to 5:00 Monday through Friday. Must be available for occasional evening and weekend events. Located in Knoxville, TN.

Qualifications:

- 1) Bachelor's degree required; 3-5 years' experience in nonprofit communications and fundraising preferred; proficient Microsoft Office including Word, Excel, PowerPoint, Publisher, and database management; WordPress, Adobe InDesign or Canva a plus.
- 2) The successful candidate must be a self-starter, detail-oriented, possess excellent communications skills, excellent writing skills, demonstrated interpersonal skills, excellent planning and organizational skills, ability to handle multiple deadlines and priorities. The candidate must be a team player, creative, enthusiastic, reliable and results-oriented.
- 3) The physical requirements include the ability to set up and break down tables for events. Must be able to lift items such as food and auction items weighing 25 pounds and possess the ability to transport items to offsite locations.

Cancer Support Community East Tennessee, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Benefits include: Health insurance, retirement plan, paid time off including holidays, sick leave and vacation.

Interested applicants should submit a resume and cover letter outlining interest in the position and highlighting relevant experience in fundraising and communications to:

Beth Hamil

Executive Director

BHamil@CancerSupportET.org