**NATION FOUNDATION FOR CANCER RESEARCH**

**JOB DESCRIPTION**

**JOB TITLE:**     Development Associate

**DEPARTMENT:** Development

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**JOB SUMMARY:**

The role as Development Associate at the National Foundation for Cancer Research (NFCR) will assist in the growth of the Annual Giving program; supervise the gift processing operations team and serve as the departments Saleforce Administrator. A new position in the organization, the Associate will report to and work closely with the Senior Director of Development to strengthen an integrated, year-round acquisition and cultivation program to include the execution of annual campaigns; in-house direct mail program; and email solicitation programs, in tandem with the Direct Mail program.  The Associate develops a coordinated matrix of communication and solicitation strategies involving email, direct mail, phone/mail, all focused on shaping a sustainable tradition of annual support.  Development Associate will supervise a team of three who conduct daily data gift entry services to support program initiatives ensuring accurate data health as well as integrity. Development Associate will serve as the Salesforce Administrator providing guidance and operational support to the gift officers on the Development Team.

**MAJOR JOB RESPONSIBILITIES:**

1. Actively identifies, cultivates, solicits, and stewards a portfolio of annual giving prospects.  Conduct personal communications with donors in the $100 to $1,000 range.
2. Develops, manages and grows a revenue stream for annual giving in coordination with the Senior Director of Development.
3. Manages/co-ordinates, conducts, and evaluates annual campaigns such as Year End Giving, Honor Memorial programs and Sustainers to: increase participation, attract new donors, retain and upgrade current donors, and produce increased net return.
4. Works closely with the Affinity Program Director conducting daily gift processing tasks to support Fly to Find a Cure donors.
5. Works with the Senior Director of Development to develop the in-house appeals program including selecting appropriate vendors, managing a successful mail production process ROI to meet industry standard.  Works in partnership with colleagues to leverage resources and best practices.
6. Proactively engage, educate and administer the Salesforce tool maximizing its capability within the Development team.
7. Conduct regular, thorough assessment of annual fund performance through detailed analysis of the donor pool, response rates, ROI, etc. to establish a clear set of benchmarks.  Develop strategy for future mailings/solicitations based on results from the analysis.
8. Associate works across the department in a lead coordinator role to streamline and maintain effective, accurate gift entry and processing; oversees a team of three gift processing team members.
9. Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES**:

1. Performs duties in a manner that is consistent with the foundation’s core value.
2. Attends mandatory departmental meetings, and continuing education programs to keep informed of new developments affecting foundations initiatives and his/her area of expertise.
3. Performs tasks necessary for maintenance and improvement of his/her functional area within the department.
4. Maintains effective, timely lines of communication with his/her supervisor and co-workers.
5. Maintains acceptable attendance and punctuality in order to maximize his/her contribution to the organization in accordance with the foundation’s policy.
6. Acknowledges his/her ultimate responsibility is to directly or indirectly serve the needs of every donor adhering to NFCR’s mission.

**CORE VALUES:**

1. Excellence & Discovery – Be the best.

Commit to exceptional quality and service. Create an outstanding customer experience. Listen carefully, check for understanding and clarify. Maintain a high level of knowledge related to areas of expertise. Inspire others to maintain a customer, donor centered culture. Anticipate and exceed customer/donor needs. Explain actions, why action is being taken, what they can expect, and how long it will take. Find a way to say “yes.”

1. Leadership & Integrity – Be a role model.

Inspire others to achieve their best. Take personal accountability to respond to customer/donor needs. Keep donor information private and secure. Welcome feedback and accept change.

1. Diversity & Inclusion – Be open.

Embrace and value different backgrounds, opinions and experiences. Be open to suggestions of others. Seek to learn from others and participate in discussions.

1. Respect & Collegiality – Be kind.

Listen to, understand and embrace others’ unique skills and knowledge. Speak to others in a respectful manner. Use the appropriate words and tone. Make eye contact and greet others.

**SKILLS & ABILITIES REQUIRED**:

1. Proficiency in Microsoft Word and Excel.
2. Experience in membership or annual giving programs and/or soliciting charitable gifts or equivalent experience in sales or marketing.
3. Knowledge of development principles and activities including cultivation, solicitation, and stewardship.
4. Ability to speak and to write with ease, clarity and impact.
5. Familiarity with and proficiency in Salesforce with ease at learning new database programs.
6. Ability to work well with others.
7. Ability to work well under pressure of deadlines.
8. Excellent organizational skills, with a command of detail.
9. Willingness to work evenings and weekends as needed.

**EDUCATION & EXPERIENCE:**

1. Bachelor’s degree is required.
2. Must have one to three years of experience in a fundraising position.

**LICENSES & CERTIFICATIONS**: None required

**KNOWLEDGE OF EQUIPMENT:** Standard office equipment

**SUPERVISION RECEIVED FROM:** Senior Director of Development

**SUPERVISION GIVEN TO:** Three Development Operation Team Members

**PHYSICAL DEMANDS:**

The position is in a normal office environment and requires some flexibility of working hours. Routine office work requires extensive sitting, and may require bending, stooping, climbing and lifting no more than 25 pounds. Works in a clean, well-lighted, temperature-controlled environment.

**NOTE:**

This job description is intended for use in identifying this occupation and not intended to be used as a work schedule. The job duties and responsibilities may change from time to time based on NFCR’s needs/requirements or as directed by the Department Head. This job description does not constitute a written or implied contract of employment.