



Title: Development Specialist

Classification: Exempt

Reporting: Chief Development Officer (CDO)

ORGANIZATION

Cancer Support Community Central NJ is on a mission to change the lives of all people affected by cancer. Cancer touches everyone, and we believe that no one should ever face this disease alone. We provide hope, which is essential for people living with, through and beyond cancer.

Our team creates the support needed to reduce the emotional and social burden of this disease. By addressing the needs of the whole person and their entire family throughout their personal journey with cancer, we can improve quality of life, overall wellness and health outcomes.

To join us, you must have a passion to make a difference in world, starting right here in NJ. To start, you will assist us in identifying and cultivating philanthropic opportunities that can support and sustain the growth of our work. This position will help fund our ability to deliver services and increase access to vital psychosocial programs and services, making it possible for all those affected by cancer to receive the support they need, when they need it most.

If you believe that your passion and unique combination of experience and determination can make positive change happen, then we want to talk with you.

Job Summary:

Reporting to the Chief Development Officer, this position participates in development activities, including identifying public and private grant funding opportunities, preparing effective letters of inquiry and applications, following through with acknowledgements and report to funders, and manage grants-related records and files. Additionally, the position is responsible to support the success of the annual gala and donor cultivation events, such as the annual Chairperson's Reception.

Responsibilities:

Grants

- In support of the organization's strategy, manage the annual plan for identifying, cultivating, soliciting, stewarding and retaining institutional funding in support of CSCCNJ's operating budget, capital improvements and programs.

- Conduct research on grant opportunities and update opportunities in the database.
- Assist in proposal development, including drafting proposals, revising and editing, and assembling supporting documentation.
- Analyze funder guidelines carefully to ensure that proposals meet funder requirements.
- Assist in writing reports to funders, including gathering necessary information as needed across departments.
- Help to organize the application process for complex proposals.
- Maintain CSCCNJ's grants calendar to ensure all proposal and reporting deadlines are met.
- Manage grant files, both electronic and paper.
- Maintain funder and grant data in Salesforce, including funder reports.
- Perform other duties as needed.

Events

- Provide support to the event chair/co-chairs and gala committee.
- Cultivate and expand sponsorship development and fulfillment.
- Recommend modifications to event contracts.
- Identify prospective venues.
- Recommend strategies to drive the desired event experience.
- Supervise and coordinate all event details with contractors- catering, appropriate decor, lighting, entertainment, location, invitee list, audio visuals, etc.
- Coordinate event logistics, publicity, including public relations, advertising and collateral material design, production and distribution.
- For the gala, oversee the auction, solicit and secure prizes and in kind donations for events.
- Assist with managing, set up, on site production and clean-up day of event.
- Proactively handle any issues and troubleshoot any emerging problems day of the event.
- Develop progress and closing reports to CEO/CDO to be reported to the Board.
- Perform other duties as needed.

Minimal Experience and Background

- BA/BS 1-2 years of relevant experience in grant writing, development, events or related areas.
- Demonstrated track record of managing multiple projects and deadlines simultaneously and liaising with stakeholders at all levels of an organization.

Desired Competencies

- Self-starter, able to work independently, and entrepreneurial
- Strong written communication skills with storytelling capabilities; ability to write clear, structured, articulate, and persuasive proposals

- Strong editing skills and attention to detail
- Ability to meet deadlines
- Experience with proposal writing and institutional donors a plus
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments
- Experience working in deadline-driven environments
- Able to monitor and meet income goals
- Knowledge of Salesforce or other fundraising databases
- Desire to grow with an organization.
- Proficient in computer (Microsoft office, Google Apps) and communication equipment operation

Office hours are Monday through Friday from 9:00 am to 5:00 pm. Mornings, evenings and weekend work will be required as dictated by donor events and meetings.

Employee

Signature

Date

Manager/Supervisor

Signature

Date

CEO

Signature

Date