



Are you ready to play a critical role in a thriving nonprofit organization that is poised to grow rapidly in the next several years?

Job Summary:

CancerLINC is seeking a full time **Development Officer** to support strategic initiatives and tactical goals. The role is newly approved as a full-time position; responsibilities encompass a wide scope within fundraising and friend-raising to advance the mission. The Development Officer works closely with the Executive Director, Outreach and Marketing Manager, and Board of Directors Development Committee to connect CancerLINC with the right supporters. The Development Officer oversees day-to-day tasks associated with annual fundraising appeals, donor stewardship and cultivation, gift tracking and reporting, grant research and tracking, and donor communications. In addition, the Development Officer coordinates the event planning for 2 main fundraising events (fall and spring).

The Essential Functions of the job are listed below. This list is an overview, and not intended to be a complete job description, which will be provided to candidates during the interview process.

Fundraising Activities:

- Works with the Executive Director, CancerLINC staff, and Board to implement the annual advancement plan and the fundraising components of the strategic plan.
- Records and enters donor gifts and pledges in the donor management system.
- Conducts routine maintenance of data management system to ensure data accuracy.
- Creates gift acknowledgment letters, sends thank you notes, and makes thank you calls to donors.
- Coordinates fall and spring fundraising appeals with Executive Director.
- Supports the Executive Director and Board of Directors in cultivating and stewarding donors.
- Assists the Executive Director and contracted grants writer with researching new potential grants, collecting supporting data for grant requests, and working on drafts of grant requests.

Event Management:

- Works with the Executive Director, Development Committee, and event committees to plan the details of the annual fundraising events: the spring auction, the fall award luncheon, and any additional smaller events added to the calendar.
- Works with the Development Committee and Executive Director to secure event sponsorships.
- With the Executive Director's guidance and input, coordinates details of the fundraising events, including communicating with the event location staff, tracking the budget and vendor communication, setting a timeline for task completion, assigning tasks to staff members or volunteers, and managing set up/take down of event materials.
- Manages online platform and materials associated with ticket sales, sponsorships, event information, and auction items. Publishes the digital auction catalog for the spring event.
- Tracks revenue and expenses of each event to ensure that targets are being met.

Other Activities:

- Assists with community outreach events.
- Participates in other activities, tasks, or assignments that advance the mission of CancerLINC.

Preferred skills and competencies

- Excellent communication skills required – including verbal, written, and interpersonal
- Ability to engage in active listening with warmth and empathy
- Ability to reliably follow through on tasks in a timely manner
- Ability to participate as part of a small team to address the organization’s strategic needs, identify opportunities, and implement new initiatives
- Eagerness to learn new skills, grow as a nonprofit staff member, and apply prior experiences to new situations
- Knowledge and skills with Office suite software including Word, Outlook, and Excel. Donor data management system experience is preferred
- Demonstrated ability to prioritize and coordinate multiple tasks simultaneously.
- Must be self-motivated and able to work independently, assess situations quickly, and make logical and appropriate decisions.
- Bilingual candidates are encouraged to apply.

For the right candidate, there is potential for a growth in job responsibilities as the organization builds capacity to magnify impact for cancer patients. In all areas, the Development Officer represents CancerLINC in values, commitment to the mission, and thoughtful engagement with the community.

CancerLINC is a Richmond non-profit that connects cancer patients and their families to life-changing legal, financial, and community resources. With the help of over 160 volunteer professionals, we assist patients and families with issues that arise after a cancer diagnosis. Examples include medical debt, life planning legal documents, employment issues, insurance denials, housing insecurity, community resource support, and more.

Education and Experience:

Bachelor’s degree or equivalent education. Candidates with development experience in a nonprofit or educational setting preferred.

Compensation & Benefits:

Expected annual salary: \$42,000-\$47,000, depending on experience, plus a generous stipend for medical, vision, and dental coverage. Robust PTO. The position is 40 hours per week in the office in downtown Richmond, but with occasional flexibility to WFH when approved to do so. Some weeknights and weekends for events required, with flex time off to accommodate extra scheduled time.

How to Apply:

Interested candidates should submit a resume and cover letter to info@cancerlinc.org. Please include **Development Officer Applicant – (your name)** in the email subject line. No phone calls please. CancerLINC is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.