

GILDA'S CLUB MADISON WISCONSIN
Development Director
Job Description

The Organization:

Gilda's Club Madison opened its doors in the summer of 2008. We create a community of free emotional support, cancer education, and hope for children and adults with any cancer diagnosis and those who care about them. Gilda's Club is an affiliate of the global Cancer Support Community.

Job Summary:

- Supervision Received: The position will work closely with, and report directly to, the Executive Director.
- Supervision Given: May supervise interns. Otherwise, none.
- Hours per week: 36-42 on average
- Competitive pay, benefits available

The responsibilities of the Development Director will be to ensure a diversified funding base for the organization through individual giving campaigns and other efforts as assigned; grow fundraising engagement in Gilda's Run annually; develop innovative materials for donor engagement and appreciation; and actively engage board, Club Red, and development committee in fundraising.

Qualifications:

- Education or experience equivalent to a four year degree from an accredited college or university, with emphasis in non-profit development, business administration or related area preferred
- A minimum of five years fund-raising experience with a non-profit organization, at least three years of significant individual donor responsibility preferred
- Demonstrated past growth in individual donor gifts
- Must have excellent computer, verbal and written communication skills
- Will require occasional evenings and weekend work

Desired Characteristics:

- Demonstrated strong work ethic with a high energy level
- Demonstrated ability to effectively organize multiple tasks and initiatives; strong attention to detail and ability to manage multiple tasks while maintaining a balanced and flexible approach Demonstrated initiative, willingness to take the lead or bring solutions when a need is identified.
- Strong commitment to and ability to provide world-class customer service
- A genuine people-person who enjoys meeting and interacting with people from all walks of life; ability to effectively connect with a variety of audiences in an approachable way
- A team player who is flexible and able to complement the team of staff and volunteers currently in place
- Emotionally mature and self-confident, with sound judgment and a good sense of humor

- Compassion for people living with cancer and capacity to discuss cancer and loss as a part of life either with members, potential donors, staff and/or volunteers
- Comfortable discussing legacy giving with donors

Physical and Mental Requirements include:

- Able to lift up to 30-35 pounds and carry, move and re-arrange furniture/tables/chairs with ease and as needed
- Must possess a valid driver's license and reliable transportation
- Ability to successfully handle the social and emotional demands of the job

Job Responsibilities:

Development (60%)

- Cultivate, solicit and steward individual donors and prospective donors.
- Identify and cultivate major gift prospects in conjunction with the Executive Director and Board of Directors.
- Identify and facilitate the development of new corporate sponsors.
- Monitor development trends and recommend new fund-raising initiatives to Executive Director.
- Identify and solicit new members of the (3-year) Red Door Society. Ensure ongoing participation of donors and ongoing cultivation and appreciation.
- Develop and implement annual donor recognition plan.
- Develop an in-depth understanding of the Gnosis communication system and use the email and letter functions to track ongoing donor communications. Work with the Gnosis designer to improve the system so that it is more effective for donor relations.
- Data and contribution entry as needed and maintenance of donor data in Gnosis.
- Ensure all development activities are in compliance with the organization's guidelines, and with all tax/licensing standards.
- In collaboration with Volunteer Coordinator and other staff: identify, recruit, cultivate, train, motivate and supervise volunteers to maximize fundraising efforts.

Events (20%)

- Manage donor and fundraiser engagement of Gilda's Run by personally engaging people who will run/walk and plan to fundraise. Develop tools to make fundraising easy and efficient.
- Provide oversight (and relationship building) of third party events as assigned, working in tandem with the Executive Director and Events Director.
- In conjunction with Club Red, host an annual donor appreciation event for Red Door Society members.

Donor Material Development (10%)

- Work with volunteer graphic designers to create annual (or bi-annual) donor solicitation letter/card from inception to mailing to follow-up.
- Work with volunteer graphic designers to create Annual Report.
- Create letters, post cards, and other materials to demonstrate donor appreciation.
- Explore creative ways to thank and engage donors.

Club Red Liaison (5%)

- Work with the Club Red associate board to engage the group as volunteers, fundraisers, and community ambassadors.
- Work with associate board leadership to develop agendas for meetings, ensure minutes are maintained, recruit members as needed, and engage the members in new ways.

Organization (5%)

- Ensure the continuity of the organizational infrastructure by gaining a keen understanding of Gnosis, our database system.
- Promote the mission, goals, philosophy and programs of the organization to all stakeholders and the community.
- Collaborate as a team member with the organization's Board, Committees, Executive Director, Club Red, staff and volunteers. Attend weekly staff meetings.
- Assist in identifying, recruiting, training, cultivating and supervising volunteers (including marketing or development interns) to maximize organizational efforts.
- Provide community presentations and occasional media appearances
- Perform all other duties as assigned.

Revised: 7/19/17

Disclaimer: This information has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

How to Apply

To apply for this position mail, fax, or email a cover letter, resume, writing sample and salary requirements to:

Gilda's Club Madison
Attn: Lannia Stenz
7907 UW Health Court
Middleton, WI 53562

Fax: 608-828-8859

E-mail: Lannia@gildasclubmadison.org

To be considered as an applicant, please submit all requested materials prior to **August 10th** or your application may not be accepted. Applicants who are offered employment will be subject to passing a background check as a condition of employment. This position will be available until filled.