

DC Cancer Consortium, Inc.

JobTitle:	Strategic Fundraising Manager	JobCategory:	Development
Department/Group:	Development	JobCode/Req#:	
Location:	Washington,D.C.	TravelRequired:	90%DC–10%OutofState
Level/SalaryRange:	\$75K-\$85K BO Experience/Educ.	PositionType:	FullTime, Contract
HRContact:	David Castañeda Díaz	Dateposted:	October 31,2012
WillTrainApplicant(s):	Y.Vaughan/D.Castañeda	PostingExpires:	Until position filled
ExternalpostingURL:	(TBD)		
Annual Fundraising	\$2.0 M initial year,with 6% minimum increment annually.		
ApplicationsAcceptedBy:			
<p>Fax or E-mail: dc@ngocfo.org</p> <p>Subject Line: Attention: Recruiting or HR Department RE: Strategic Fundraising Manager</p>			
JobDescription			
Role and Responsibilities			
<p>The Strategic Fundraising Manager is a management-level full time employee responsible for designing, implementing, executing and leading all fundraising activities of the organization. Forward thinking individual with the ability to recognize opportunities and put resources in place to capitalize in those opportunities. Able to relate to and communicate effectively and convincingly with prospect donors, build and cultivate strong relationships with staff, Management Team, Board Members, Government officials, Corporate donors, collaborating organizations and the community at large.</p> <p>Responsibilities include, but are not limited to the following:</p> <p>a. Developing fundraising strategies (10%)</p> <ul style="list-style-type: none"> • Take forward and develop an organization-wide fundraising strategy and work plans including specific tasks and tactics for raising unrestricted income. • Advise and assist the Executive Director and all Program Directors in devising and implementing fundraising strategies for their programs and specific projects and review their implementation on a regular basis. • Contribute to DCCC's strategic and annual planning processes having ownership of the fundraising part of the overall process. <p>b. Raising income and coordinating our fundraising and reporting (50%)</p> <ul style="list-style-type: none"> • Assist all teams in planning, writing and editing funding proposals to comply with DCCC's 			

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fundraising guidelines and standards, paying particular attention to our accountabilities and ensuring that applications meet donor guidelines.

- Develop and improve the effectiveness of the organization-wide oversight, monitoring and coordination of fundraising and reporting.
- Ensure that accurate and up-to-date information is maintained on all submissions, grant-funded projects and donors in relevant databases and filing systems.
- Help improve program team's fundraising skills, capacities and systems.
- Work with the Director of Planning and Organizational Performance to ensure that funding proposals comply with DCCC's developing best practice in monitoring and evaluation plans.
- Coordinate cross-program funding and reporting arrangements, acting as the lead person setting plans and organizing meetings.
- Ensure that donor reports meet requirements and contracts and that they are of a high standard and submitted on time.
- Take the lead in developing our capabilities to enter into framework agreements and underlying contracts.
- Produce up-to-date reports for staff, management team and the Board.
- In liaison with program teams advise partner organizations of the Consortium and help them to build their fundraising capacities and knowledge.

c. Managing strong strategic relations with Donors (25%)

- Develop and deepen existing donor relationships, ensuring that the organization maintains effective communications and good relations with our donor partners, ensuring they are updated on our work and achievements.
- Keep the organization up-to-date on changing donor priorities and ensure that new funding opportunities are identified and shared with teams in a timely manner.
- Take the lead in developing new income sources.
- Work closely with the Communications Manager, the Executive Management Committee and others across the organization to increase our profile and enhance our reputation within the donor community.
- Represent the organization at meetings with donors and external events.

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d. Other responsibilities (15%)

- Line-management of external consultants and occasional volunteers.
- Be responsible for the fundraising budget and forecast.
- Keep the fundraising section of our website up to date.
- Lead in organizing fundraising events.
- Contribute to organizational processes of learning and policy formulation.
- Participate in internal meetings and communications.
- Travel as required.
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.

Qualifications and Education Requirements

Bachelor's degree required, Master's degree preferred. Professional Fundraising Certification a plus
Minimum five years of successful fundraising experience. Excellent writing and public speaking skills.

Preferred Skills:

Proficient with MS Office applications, web-based applications, social media software, PC-based environment, Spanish language skills desirable, but not required.