

JOB POSTING

Cancer Legal Care Development Manager – Full Time

Cancer Legal Care is hiring its first-ever Development Manager to build on the strong foundation we have created in fundraising and communications and take them to the next level. In this role, you'll work closely with the Executive Director to build the infrastructure of our first development department. You will play a crucial role expanding current fundraising operations via donor engagement and outreach, and have a leading voice in creating messaging across the organization that ultimately leads back to development opportunities. The ideal candidate is action-oriented, a strategic thinker, compassionate, well organized, and interested in opportunities for professional growth in nonprofit management. This position is exempt and full-time. Full time is defined as either a 32- or 40- hour work week and we support flexible scheduling. We invite candidates with either availability to apply. This is a hybrid position.

About Cancer Legal Care: Cancer Legal Care engages the law to resolve the complex challenges facing people and communities affected by cancer. By providing free legal care and education to Minnesotans affected by cancer, we work to address the legal issues they face that directly impact their health and quality of Life. Our mission comes to life through our core values of human connection, compassionate advocacy, and a drive to challenge the status quo.

Responsibilities:

- **Donor Cultivation and Stewardship:** Design and implement strategies and activities for donor identification, cultivation, solicitation and stewardship. Cultivate relationships with current and prospective donors. Manage donor recognition and acknowledgments.
- **Gift Reporting:** Accurately record and document donor gifts in donor software. Manage pledge tracing and invoicing. Track and report on board giving and engagement.
- **Advancement Strategy:** Develop strategies to increase donor support. Lead the implementation of specific fundraising campaigns.
- **Fundraising Communications:** Collaborate on organizational communications to build relations and maximize long-term giving potential of individual and corporate donors.
- **Fundraising Events Support:** Create and implement donor cultivation events in collaboration with Executive Director and board members.

Experience & Qualifications:

- Four-year college degree or equivalent experience
- Direct experience in nonprofit fundraising
- Experience working directly with donors and funders

Knowledge, Skills and Abilities:

- Excellent interpersonal and communication skills
- Strong strategic visioning and execution skills
- Strong time management and organizational skills
- Empathy and a connection to Cancer Legal Care's mission
- Self-driven and takes initiative
- Ability to work collaboratively and positively with others
- Ability to problem solve
- Ability to work effectively with minimum supervision
- Ability to maintain high degree of confidentiality and discretion

Salary & Benefits:

- Competitive starting salary range of \$74,880 - \$79,040 based on a 40-hour work week
- Generous paid vacation, sick leave and holidays
- Employer paid medical and dental insurance, life insurance, short-term and long-term disability
- 401(k) retirement plan
- Federal Public Service Student Loan Forgiveness Program employer

How to apply: Please send your resume and cover letter to careers@cancerlegalcare.org by **January 17, 2025. Only applications submitted by email to this address will be considered.**