



Development Manager

Reports To: VP of Development, Bloomington, IN

Position Status: Full Time

Salary Range: \$50,000 - \$55,000 Annually

Cancer Support Community South Central Indiana (CSCSCI):

CSC uplifts and strengthens people impacted by cancer by providing support, fostering compassionate communities, and breaking down barriers to care. Cancer Support Community South Central Indiana operates as a satellite extension of Cancer Support Community Indiana, and is part of a nationwide network of affiliate organizations of Cancer Support Community and Gilda's Club. Programs are provided free to anyone impacted by cancer: patients, survivors, family members, friends, caregivers. Examples of free programs include: counseling and support groups, nutrition and exercise classes, professional education presentations, social connections, resources and financial assistance with food and transportation, wig boutique and other resources.

Overview:

This position will operate out of CSC's Bloomington office located at 1719 W 3rd St, Bloomington, IN 47404. This position will be part of the development team, and will be primarily responsible for fundraising events, donor relationships, and supporting marketing/communications and programs related to the Bloomington office. This position will also support Cancer Support Community at Indiana University student organization, and oversee local development operations such as campaigns and appeals, stewardship and cultivation, and outreach and networking. This position will be part of the Bloomington staff team consisting of: Program Manager, Outreach and Hospital Program Counselor, Development Manager, and Office Manager. This position will also be part of the development team consisting of CEO, VP of Development, Contracted Marketing Service Provider, Contracted Grants Manager, Office Manager, and Operations Director.

Primary Responsibilities:

- Hoosiers Outrun Cancer – support the event committee and race manager to plan event, secure sponsorships, ensure all marketing/communications are implemented appropriately
- Paint the Town Pink – work with City parks and rec staff and event committee to plan in person walk event with resource fair and survivor ceremony, secure sponsorships, outreach and management of communications for month long awareness campaign
- Strength in Community Luncheon – plan event and program, secure sponsorships, recruit table captains
- Chords for Care – Work with Volunteer to plan and host benefit concert
- Trivia Nights – Work with Cardinal Spirits and Bloomington Pub Quiz to plan 3rd party trivia night events, secure sponsorships

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- BWS Art Gallery – work with Bloomington Watercolor Society and local artists to host local art shows in gallery space. 30% of all art sales benefit CSC art therapy programs.
- Marketing/Communications – work with marketing consultant to implement marketing communications. Assist to gather content and stories for the donor newsletter and website blog.
- CSC at Indiana University – Support this student organization in line with CSCU corporate program. Guide the student org to plan their own fundraising event or activity, and help them to sign up for CSC volunteer opportunities and support CSC fundraising initiatives. Student org primary objective is outreach on campus for both fundraising/volunteer and students who may need CSC services.
- Community networking – attend networking and outreach events in the community to develop fundraising leads and generally raise awareness of CSC.
- Campaigns and Appeals – support annual campaigns and appeals, such as year end giving, Giving Tuesday, Community is Stronger than Cancer Day, etc. 3-4 direct mail appeals per year.
- Implement organization’s stewardship and cultivation plan for local donors and sponsors.
- Advisory Council – support the advisory council’s fundraising initiatives.
- Assist to cover office hours

Qualifications and Skills:

- Demonstrated experience in development and fundraising
- Strong communication skills, both written and verbal
- Comfortable with technology, computer skills, internet, Office 365, email
- Strong interpersonal and relationship building skills
- Professional dress and manners
- Meet deadlines and establish priorities
- Strong attention to detail
- Strong planning & organization skills

Benefits:

- 401k employer match
- Paid employee medical, dental, vision
- Paid time off and holidays
- Flexible work environment

Physical Requirements:

- This position requires the ability to sit for extended periods of time (up to 6 hours per day).
- The employee may be required to stand and/or walk for extended periods (up to 6 hours per day).
- Frequent use of hands and fingers to handle, feel, and operate a computer, keyboard, and other office equipment.
- Ability to reach, bend, stoop, and occasionally lift and/or move up to 25 pounds.

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- Requires close vision, distance vision, and the ability to adjust focus.
- May require repetitive motions, including typing and data entry.
- The position may allow for alternating between sitting and standing as needed.

To Apply:

Apply on CSC Website [Careers](#) page **Monday, May 11 – Sunday, May 24**

<https://cancersupportscin.org/careers/>

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