

# **Terri Brodeur Breast Cancer Foundation**

## **Director of Development and Outreach - Job Description**

*TBBCF is a non-profit group committed to fighting breast cancer by directing 100% of gross fundraising dollars directly to breast cancer research to find a cure. Founded in 2006, TBBCF has awarded 44 breast cancer researchers \$4.4 million in research grants.*

*We have an exciting part-time opportunity for a Director of Development and Outreach to be part of an organization whose goal is to find a cure for breast cancer. For additional information on the foundation please go to our web site at: [www.tbbcf.org](http://www.tbbcf.org)*

### **Job Summary:**

Responsible for the general oversight and day-to-day operation and coordination of all fundraising development including, but not limited to, sponsorships, grants, promotions, special events, community outreach and support for sponsorship campaign volunteers. Lead a small team of volunteers in the achievement of the TBBCF Development and Outreach goals.

Working with the Director of Operations, the position also contributes to the development and implementation of TBBCF's strategic plans, goals, policies and practices. This position will report to and interact regularly with the Board of Directors.

### **Duties and Responsibilities:**

The following responsibilities would be accomplished by the candidate or through a core set of volunteers:

1. Work closely with the Executive Committee to assess development needs and develop an overall fundraising plan for the foundation.
2. Plan and implement all fund development activities on behalf of the foundation, including current and planned giving programs.
3. Manage strategies and activities for sponsor/donor cultivation, solicitation and recruitment in Middlesex, New Haven, New London and Hartford Counties; expand current outreach programs in New London County and in southwestern Rhode Island.
4. Oversee activities of website, communications and events/promotions committees.
5. Attend regular meetings with the Director of Operations.
6. Make personal calls on prospective sponsors and/or donors.
7. Ensure that receipts and thank you letters from donors and sponsors are sent promptly and according to policy.
8. Prepare grant applications for foundation projects, e.g., Rotary Foundations.
9. Coordinate leadership volunteers to attend a minimum of three functions per calendar year on behalf of the foundation – including special events for fundraising purposes.
10. Attend all meetings of the foundation board and appropriate committees.
11. Manage volunteers to create all collateral materials for the foundation including, but not limited to, brochures, newsletters, special projects and fundraising reports.
12. Complete all other assignments as required by the Executive Committee and/or Board.

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### **Position Requirements:**

This position is part-time on average 10 hours a week with hours a bit higher in some months and lower in other months. Candidate needs to work from TBBCF's office in New London with the ability to also do some work remotely.

Minimum Education: Bachelor's Degree – preferably in marketing, public affairs, funding development or related discipline

Minimum Experience: One to three years in a related field or role

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| Other Competencies:    | Comfortable representing TBBCF and presenting at foundation events and community organizations.  |
|                        | Strong communications skills   |
|                        | Ability to engage and motivate individuals and teams (all volunteers)  |
|                        | Strong time management skills and ability to handle multiple priorities  |
| Language Skills:       | Ability to communicate effectively orally and in writing in English  |
| Administrative Skills: | Extreme attention to detail, able to manage multiple projects simultaneously, able to create written documents, letters, brochures and reports with little or no oversight |
| Software Proficiency:  | Microsoft Office (Word, Publish, Excel, PowerPoint, Outlook Adobe Suite) and Constant Contact e-marketing  |

### **Estimated Time Commitment:**

- ☐ January – May: 30 -40 hours per month.
- ☐ June – October: 40 hours per month
- ☐ November – December: 20-30 hours per month