

## **Fund Development Manager**

The Virginia Breast Cancer Foundation (VBCF) empowers Virginians impacted by breast cancer through access, advocacy, education, and community action. We are a statewide, state-based 501c3 headquartered in Richmond with an office in Roanoke. VBCF is seeking a full-time Fund Development Manager to plan and execute mission-focused fundraising activities to diversify and increase revenue. The focus regions of this position are central and eastern Virginia, and the position will report to the Senior Director of Southwest Virginia. The anticipated salary range is up to \$65,000.

### **Application Process:**

- For additional information, visit [www.vbcf.org/jobs](http://www.vbcf.org/jobs)
- Qualified candidates should submit a resume and cover letter to [jobs@vbcf.org](mailto:jobs@vbcf.org). Please use "(Your Last Name, First Name)" as the subject line. No phone calls, please.
- Valid driver's license and reliable transportation are required as well as a background and credit check prior to hiring.

### **Responsibilities include:**

- Work in partnership with the Senior Director of SWVA to plan and execute our signature fundraising events with focus areas of central and eastern Virginia.
- Conceptualize and implement new fundraising ideas, concepts and opportunities to increase revenue and cultivate new donors.
- Identify potential corporate sponsors, in-kind partners, and future prospects.
- Assist in the development and execution of year-round fundraising plan including Annual Fund strategies and campaigns.
- Implement best practices for donor development, cultivation, acquisition, acknowledgment, recognition, and retention.
- Manage and retain existing and identify and recruit new community fundraisers.
- Manage online fundraising software platforms (DonorPerfect and QGiv) to track donors and donations, including oversight of data entry and processing acknowledgments, reconciliation, reporting, and analysis to ensure fundraising goals are met.
- Gather and draft compelling, mission-focused content across various channels, including social media, blog posts, monthly email newsletters, biennial print newsletters, press releases, etc.

### **Qualifications:**

- Self-motivated and able to handle multiple projects. Ability to work independently as well as collaboratively with a team. Strong verbal and written communication skills, and attention to detail.
- Preference given to candidates with 3+ years of experience in nonprofit fundraising.
- Travel throughout Virginia is required, with limited overnights. Evening and weekend work is anticipated with advance notice.

This position offers an opportunity to make a meaningful impact in the community while working with a dedicated team. If you are passionate about VBCF's mission and have the skills and experience required for this position, we would love to hear from you.