



COMMUNITY IS STRONGER THAN CANCER®

Cancer Support Community Arizona
Development and Event Director
914 N. San Francisco Street, Flagstaff 86001
<https://cscaz.org/northernarizona>

Company Description:

Cancer Support Community was founded in 1982 by Dr. Harold Benjamin whose wife, Harriet, battled and survived breast cancer. Through their experience with cancer, the Benjamins believed that cancer patients should actively participate in their treatment, "to improve the quality of life and enhance the possibility of recovery."

Cancer Support Community Arizona (CSCAZ) opened its doors in March of 1999 with a mission "To ensure that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community." Northern Arizona CSCAZ official grand opening was October 2021 with plans to expand across northern Arizona starting in Tuba City in 2022. CSCAZ is a statewide 501(C)(3) nonprofit organization dedicated to supporting anyone impacted by cancer, any age, any stage, any cancer.

CSCAZ programs are designed to ensure people affected by cancer learn vital skills to regain control, reduce feelings of isolation and restore hope throughout their cancer journey. Offerings encompass the psychosocial supports that are so important in cancer treatment regimes, including support groups, one on one therapy, healthy lifestyles workshops, social connections, education, referrals, and resource navigation. Programs are provided free of charge, offered through the virtual Zoom platform and in person.

Mission: To ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community.

Position Description:

The Development & Event Director, Northern Arizona (DEDNAZ) leads the planning and execution of *Donor Strategies, Portfolio Cultivation, Grants, Volunteers, Events, and Legacy/Endowment Building in Northern Arizona to attain short-and long-term goals*. The DEDNAZ reports directly to the Executive Director of Northern Arizona and establishes vision and strategies promoting philanthropy, brand, and culture.

Primary Responsibilities of this Role:

- **Fund Development**
 - Collaborates with the NAZ Executive Director in setting and driving annual fundraising goals and strategies. Identifies new donor bases, directs, and coordinates solicitation of funds.
 - Translates strategy into actionable goals for performance and growth, helping Cancer Support Community AZ continue growing an internal and external culture of philanthropy.
 - Collaborates with the CSCAZ Chief Mission Officer (CMO) to research, develop, and implement an annual fundraising plan, with emphasis on individual and corporate donors, grants, legacy and endowment building, events, and volunteers.
 - Engages, coordinates, and cultivates relationships with high value volunteers and donors.

- Partners with the Executive Director, NAZ, in managing their donor portfolio.
- Increases CSCAZ northern Arizona visibility and supporters.
- Identifies and develops relationships with strategic community organizations and business across northern Arizona.
- Oversees volunteer engagement and outreach in NAZ in collaboration with the office of Mission Advancement.
- Familiarity with best practices in proven effective strategies for fund development, tracking and reporting progress for modifications as needed. This includes cultivating, stewarding, and developing donor portfolios for northern Arizona.
- Works with Grant Writer to identify grant opportunities in NAZ and review grant proposals and reports.
- Provides comprehensive regular financial oversight of the fundraising budget. This includes development of the department's annual budget, regular updates, and narrative as to potential revenue gaps and expense variances, solutions, and assessment of addressing short falls.
- **Events and Marketing**
 - Coordinates fundraising and awareness raising events in northern Arizona. Special events coordination includes design and planning of the venue, guests, volunteers, AV, awards, agenda, and food/beverage. Events may include Night of Hope, Trivia Night, Trunk or Treat, Blessing Tree, Friends Dinners, and multiple cinnamon roll sales.
 - Partners with fundraising and awareness raising events in central Arizona for a northern Arizona presence.
 - Oversees responsibility for administrative tasks with the support of the Central Phoenix team which includes billing, invoices, prizes, incentives, and payments.
 - Provides leadership for NAZ CSCAZ marketing needs to best represent the agency to all internal and external stakeholders across northern Arizona.
 - Assists to expand the reach of all CSCAZ northern Arizona regional participant programming.
 - Manages the CSCAZ northern Arizona calendar of events to ensure adequate financial and human resources.
 - Represents CSCAZ northern Arizona to build and maintain strategic partnerships.
 - Identifies program opportunities and support the design of new programs and enhancement of existing programs.

Required Skills, Qualifications, and Experience:

- Bachelor's degree: Master's level preferred
- 5+ years Development experience
- Non-profit experience preferred
- Have the courage to lead and empathy to support people and projects in a fast-paced non-conventional work environment within tight timelines and modest budgets
- Detail-oriented with strong multi-tasking skills



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- Demonstrated results in designing, launching, expanding, and improving development programs with wide range of support from the community.
- Track record of being resourceful to obtain financial and human support.
- Able to learn quickly and proficiently to use multiple technology applications to manage projects, communications, and financial responsibilities.
- Excellent public speaking, communication, and facilitation skills.
- Self-motivated and self-disciplined.

Compensation

Competitive base salary commensurate with experience, plus excellent benefits.

Why Consider this Opportunity?

- Cancer Support Community Arizona provides the only comprehensive program of psychological and social services to people diagnosed with cancer and their loved ones in the state of Arizona. Services are evidence-based and facilitated by licensed mental health professionals.
- Help impart strength, hope, courage, and support to those experiencing the vulnerability and uncertainty that go along with a cancer diagnosis and treatment.
- Be part of a team that works well together, who are passionate about their mission, and like to have fun!
- This newly created position works directly to build a sustainable CSCAZ presence across northern Arizona in partnership with the NAZ Executive Director and the CSCAZ leadership team. We are innovative, growth oriented, and focused on providing services for under-resourced, under-served individuals across northern Arizona.
- Flexibility to work in office and remotely and to travel some in northern Arizona.

To apply, please email a cover letter and resume to cpayne@cscaz.org.

Review of applications is underway, and the position will be posted until filled, with preference to hire in January 2022.

For more information, please contact:

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