



Job Posting: Development Director (Part-Time)

Organization: Breast Wishes Foundation

Location: 115 East National Road in Vandalia with requirements to attend offsite events

Hours and Compensation: Part-Time, approximately 20 hours per week \$22,000-\$28,000

About Our Organization: At Breast Wishes Foundation, we are committed to granting wishes that bring JOY to those with breast cancer. We are seeking a passionate and dedicated Development Director to help drive our fundraising efforts and enhance our presence in the community.

Job Description: The Development Director will play a key role in amplifying our impact through innovative fundraising, building meaningful relationships with donors, and increasing our visibility in the community. This part-time role combines in-office tasks with attendance at various community events, offering a dynamic work environment.

Key Responsibilities:

- **Grant Writing:** Develop proposals and manage submissions to secure funding from various sources.
- **Event Planning:** Organize fundraising and community involvement events.
- **Volunteer Recruiting and Management:** Oversee recruitment, training, and coordination of volunteers.
- **Database Management:** Utilize Salesforce NP Cloud to manage donor information and track interactions.
- **Donor Relations:** Develop strategies to build and maintain relationships with donors.
- **Newsletters:** Create and distribute regular newsletters to keep our community informed and involved.
- **Fundraising:** Lead fundraising initiatives and explore new funding opportunities.
- **Networking:** Build and maintain relationships with community leaders and potential sponsors.
- **Corporate Sponsorships:** Secure sponsorships and partnerships with businesses.
- **Marketing and Social Media:** Manage social media accounts and content creation to enhance our online presence.
- **Community Presence:** Represent the organization at community events, info tables, and media appearances.

- **Strategic Development:** Collaborate closely with the Executive Director to develop strategies that align with our mission and operational needs.

Qualifications:

- 3+ years of experience in fundraising, development, or a similar role with demonstrated successful outcomes.
- Bachelor's degree in Nonprofit Management, Fundraising and Development, Marketing, Business Administration, Philanthropy Studies, or a related field is preferred.
- Excellent writing and communication skills.
- Salesforce experience
- Strong public speaking abilities.
- Highly organized with the capability to manage multiple projects simultaneously.
- Self-starter with a proactive approach to problem-solving.

Reporting Structure:

- This position reports directly to and works closely with the Executive Director.

Perks:

- Flexible hours with a mix of in-office and remote work opportunities.
- Opportunity to make a significant impact in a growing nonprofit focused on health and wellness in the breast cancer community.

Application Process: Interested candidates should submit a resume and a cover letter outlining their qualifications and why they are enthusiastic about working for Breast Wishes Foundation. Please send applications to breastwishesfoundation@gmail.com

Join us to make a meaningful difference in our community!