



## Director of Development

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### Overview and History:

Offering services free of charge to anyone impacted by cancer has been the hallmark of [The Cancer Wellness Center](#) since day one. The Center offers decades of experience providing the Chicagoland community with the tools and support it needs to address both the physical and emotional distress components associated with a cancer diagnosis. This effort is realized through evidence-based programs and services designed to educate participants, develop their coping strategies, and strengthen their support network.

Participants include cancer patients and survivors, family members of a loved one with cancer, and individuals who have experienced the death of a loved one to cancer. Support services are available in English and Spanish free of charge to all participants.

The Cancer Wellness Center is seeking a charismatic and experienced Director of Development. Reporting to the Executive Director, this individual will be responsible for leading the development strategy, including community outreach and cultivation events to secure new sources of funding. A successful candidate will be entrepreneurial, analytical, and a results-focused self-starter.

### Key Responsibilities:

- Create and execute overall fundraising strategy for a growing \$2 million budget focused on individuals, corporations, and foundations
- Identify, cultivate, and solicit Major Gift donors and prospects
- Oversee the Development Manager to execute and enhance annual events, including fundraising Walks/Runs, Luncheons, Golf Invitational and Annual Benefit Gala
- Provide ongoing supervision, inspiration, and support to the development department; responsible for coaching, performance management, and training
- Oversee the Development Analyst in creating and executing giving strategy towards retaining and increasing the donor base
- Supervise the Grant Writer; review applications and reports and ensure deadlines are met with up-to-date deliverables
- Work in partnership with the Executive Director, Board of Directors, and Cross-Functional Leadership Team to help guide the Center's overall strategy, planning and accountability relative to organizational goals
- Attend and participate in board meetings, retreats, and strategic planning when appropriate
- Ensure organizational KPIs are communicated in a stakeholder-friendly manner properly reflective of the work of the Cancer Wellness Center
- Occasionally author and regularly review department communications including newsletters, solicitations, and acknowledgements

### Position Summary

**Posted:** November 2022

**Salary:** \$125k – \$150k

**Location:** Northbrook, IL (hybrid)

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### Qualifications & Skills:

- 7+ years of successful nonprofit fundraising experience to include Major Gift solicitation
- Experience working closely with boards and committees
- Demonstrated ability to manage and effectively lead a team
- Excellent written and verbal communication skills; exceptional public speaking and presentation skills
- Strong independent decision-making skills
- Outstanding interpersonal skills and ability to build trust and rapport with key stakeholders
- Strong track record of annual campaign growth, organizational development, analytical and strategic thinking
- Detail oriented and process-minded; can understand the big picture as well as broader strategic goals
- High level of comfort with business technology, experience with Raiser's Edge preferred
- Passion and commitment to the operational goals and mission of the Cancer Wellness Center

To apply, please submit a resume & cover letter to **Jamie Perry, Evolve Giving Group:** [jamierry@evolvegg.com](mailto:jamierry@evolvegg.com)

Cancer Wellness Center is an equal-opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age, or disability. Salary is commensurate with experience.



