

Cancer Resource Center of Western Maine

Operations and Development Director

Background

The Cancer Resource Center of Western Maine (CRCWM) was established in April 2015 through the vision of local community members and cancer survivors to provide education and support for adult cancer patients and their families. All programs are provided at no charge in a warm and welcoming environment. The Center offers educational resources, comfort items, wellness programs, therapies, creative expressions classes and one on one support. All funding is provided by the community in the form of individual and corporate donations, grants from private foundations and special events.

Overarching goal: *To advance the mission and strategic plan of the organization.*

Having experienced significant growth in the past 3 years, we are seeking to expand our team with an Operations and Development Director. This newly created position offers flexible scheduling with a range of 20-32 hours per week.

Core Responsibilities:

- Engage and mobilize CRCWM volunteers to increase capacity
- Provide coordination and oversight of the Center's programs and volunteers
- Keep data regarding participation of clients/patients, track and evaluate programs and provide monthly reports to committees and the Board
- Assure that each program is tracked and evaluated and the results shared with the appropriate committee and the Board
- Provide oversight of the comfort items that are available to clients/patients.
- Assist with the management of the physical facility.
- Collaborate with SMH Oncology Clinic personnel regarding potential clients/patients and specific needs
- Interact and collaborate with community stakeholders to strengthen the role and presence of CRCWM through community meetings, educational outreach and events
- Act as an ambassador for CRCWM; develop effective relationships in the community and actively share stories of positive outcomes to build support for CRCWM's mission and programs
- Establish effective working relationships with oncology professionals, foundations specific to certain cancers, and other organizations that focus on the support of cancer patients in the state of Maine

Marketing & Communications

- Work with the Development Committee to maintain social media and other online presence
- Create monthly email newsletter
- Develop marketing collateral, press releases and strategic communications
- Promote programs and events through print, emails, website and social media

Development

- Assist in the implementation of the Development plan
- Create and maintain donor records in donor management system (Little Green Light)
- Ensure accurate, timely reporting of financial contributions, proposals and grants
- Prepare routine communications to supporters
- Assist with research and grant proposals
- Work with the Development Committee to implement the annual fund

Programs & Events

- Work with the Program Committee and Board to manage program tracking and evaluation
- Responsible for organizing all fundraising and special events to include CRCWM's annual signature event: Turkey Trot 4 Hope

Administration & Support

- Attend meetings of the Board and CRCWM committee meetings as assigned
- Manage day to day financial activities with the Treasurer, staff and committees
- Organize, maintain and guide the use of tools such as DropBox and Gmail
- Track metrics for marketing, campaigns and events

Working Conditions:

- CRCWM will provide a laptop and phone for business use; familiarity with Apple Products a plus
- May be required to work evenings and weekend hours during special events
- Work from their home office and onsite at CRCWM

Experience and Attributes:

- Minimum of three years successful, relevant work experience required in fundraising, sales/marketing or project management
- Ability to bring an entrepreneurial/innovative spirit to CRCWM opportunities and challenges
- Experience working in the non-profit sector preferred
- Experience managing organizations that have a high reliance on volunteers
- Financial management experience
- Foster healthy team relationships and effectively manage volunteers to maximize resources and achieve CRCWM's goals
- Exceptional verbal and written communication skills including editing and presentation skills
- Ability to work in the analytical and creative sides of marketing
- Highly developed computer skills including Mac proficiency and experience with Microsoft Word/Excel and fundraising software
- Knowledge and experience in news, print media and social media platforms
- Ability to prioritize multifaceted workload
- Ability to work independently, yet support a collaborative environment
- Clear understanding of CRCWM's mission and goals

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Interested applicants please email a resume and cover letter to Judy Stone, Search Committee Chair at info@crcofwm.org or mail to Cancer Resource Center of Western Maine, PO Box 263, Norway ME 04268