



Development Associate

Join a team committed to ensuring that no one faces cancer alone.

The Development Associate is an integral member of the Cancer CAREpoint team with responsibility for supporting the Development & Marketing Director and the Executive Director in meeting the fundraising goals of the organization through donor stewardship, communications, and special event coordination. The Development Associate assists with general operation of development and fundraising efforts with primary responsibility for donor database management, report and contact list production, special event coordination, and communications to ensure excellent donor engagement.

The Development Associate reports to the Director of Development and Marketing as part of a dynamic team with opportunities for growth. The ideal candidate is incredibly detail-oriented in every aspect of the position and completes work in a timely manner. The Development Associate must demonstrate a high level of professionalism, be helpful, and must be able to work with a wide variety of contacts—including donors, volunteers, and the Board of Directors. This position will perform the essential functions below, and other duties as assigned per department needs.

Duties and Responsibilities:

- **Development Outreach & Stewardship:**
 - Participate in donor engagement campaigns including phone calls and meetings
 - Distribute bi-monthly e-newsletter in coordination with key staff
 - Manage communication and support with community organizations hosting service projects and fundraisers
 - Manage mailings for events, appeals, newsletters, and other donor communication, including coordination with office manager and relevant vendors
- **Special Event Production:**
 - Assist with coordination of event logistics for Annual Garden Party including guest or participant communication, event production tasks, auction management, and staff training for registration, committee support including meeting agendas and minutes.
 - Maintain master prospective sponsor and participant invitation lists
 - Support sponsor benefit fulfillment and communication
 - Provide primary leadership for annual Golf Tournament
 - Other event-related activities as assigned
- **Development Operations:**
 - Maintain and update donor database, ensuring highest-level of accuracy
 - Produce timely reports from donor database, customizing data fields and report format when necessary
 - Produce donor contact lists for mailings and other fundraising communication
 - Lead gift acknowledgement process ensuring timely and well-written donation acknowledgements
 - Bring new ideas to assure efficient, effective gift processing and donor stewardship and communications

Position Qualifications:

- At least two years of experience in a related field or relevant skills
- Demonstrated excellence in organizational and communication skills
- Knowledge of Raisers Edge or similar donor management system required
- Proficient with Microsoft Office Suite & Outlook
- Demonstrated initiative
- Impeccable customer service skills
- Relationship builder and team player
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Passionate about the mission of Cancer CAREpoint and supporting cancer patients and families in our community.

Annual Compensation Range: \$65,000-\$75,000, full-time, hourly, non-exempt position

Location: On-site, Cancer CAREpoint's office, 2512 Samaritan Ct., Suite A, San Jose, CA 95124

Benefits: Cancer CAREpoint provides medical, dental, and vision benefits to employees, paying 80% of the monthly cost. A \$50,000 death benefit Life Insurance Policy and a Long-Term Disability Policy are both 100% paid for by Cancer CAREpoint. A 401K is also available. Holiday, Sick, and Vacation Pay are also included.

How to apply: Please email your cover letter and resume to Margaret Caldwell margaret@cancercarepoint.org. Resumes without a cover letter will not be reviewed. No phone calls please. Cancer CAREpoint is an Equal Opportunity Employer; we do not discriminate based on race, color, national origin, religion, sex, age, sexual orientation or disability.