

**Associate Development Director  
Texas 4000 for Cancer**

Texas 4000 for Cancer is looking for a dynamic individual, who wants to be part of a close-knit team fighting cancer, helping to cultivate college students as the next generation of leaders, and supporting 'the longest annual charity bike ride in the world'. We're looking for someone who personally connects with the fight against cancer just like our staff, board members, students, and donors who support the organization.

Our ideal, highly collaborative, candidate has ample experience in corporate and individual giving and understands the value of delivering exceptional compassion to nurture and develop both internal and external relationships. Considering his/her solid track record of meeting goals, our ideal candidate is motivated by the objective of achieving a team (or shared) goal of \$1.2 million in annual revenue. S/he is optimistic and creative, a quick thinker who thrives in brainstorming sessions, enjoys collaborating with teammates and can think past obstacles to achieve a greater vision.

Reporting to the Executive Director of Texas 4000, this person researches, cultivates, solicits, and stewards new and existing national/local corporate partnerships and key individual relationships, and works along with members of the Board's Development Committee to achieve fundraising goals. The position manages a pipeline and portfolio of prospects and oversees the Events Coordinator.

If you are ready for the challenge of leading Texas 4000's development efforts as part of a small motivated staff of self-starters that enjoys working together, then email your resume and cover letter to [info@texas4000.org](mailto:info@texas4000.org), no later than 5pm on Friday, March 29<sup>th</sup>.

Key Responsibilities:

- 1) Maintain a pipeline of donors & potential donors (including national corporations, regional companies and key individuals) through systematic and ongoing prospecting activities; qualify prospects and develop and present compelling, comprehensive solicitation plans.
- 2) Work in collaboration with the Texas 4000 leadership, staff and Board of Directors to cultivate opportunities for greater partnerships and donor engagement.
- 3) Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- 4) Oversee and evaluate all aspects of fundraising events including existing and potential new events and ensure that the Events Coordinator is achieving established performance goals.
- 5) Ensures alignment between development activities and other chapter goals, including strategic planning goals, communication plans, and program events, including the summer ride.
- 6) Coach student leaders who are participating in Texas 4000 in the areas of fundraising, business development, and communications.
- 7) Develop and implement marketing and public relation plan to include development and program goals.

- 8) Manage development budget, including all event budgets, and create appropriate reports.
- 9) Actively participate and collaborate with the Executive Director, staff, and Board committees.

Qualifications and Capabilities:

- College degree or equivalent work experience preferred. 3 - 5 years of relevant experience in nonprofit fundraising.
- Documented track record of fundraising success, including corporate sponsorships, individual gifts and foundations.
- Experience working with volunteer board members and interns.
- Commitment to accuracy, attention to detail, highly efficient and conscientious about thorough follow-up. Impeccable spelling, grammar, punctuation skills.
- Skilled communicator, with superior interpersonal, verbal and written skills.
- Strong technology skills, especially internet, MS Office, and database experience with Raiser's Edge preferable.
- Personable, yet professional and must maintain strict adherence to confidentiality.
- Must have a mature work attitude, reliable and resourceful.
- High degree of initiative, self-motivated, resourceful.
- Excellent organizational and time management skills.
- Ability to work under and comply with continuous & multiple deadlines and evolving priorities.
- Team player who enjoys interaction with professionals, peers, volunteers and those served by the organization.
- Prior experience with Texas 4000, similar cycling events, or peer-to-peer fundraising desired.
- Moderate local travel required.
- Patience and good humor.

Status:

Full-time exempt position

Salary is competitive within the industry, commensurate with experience and expertise, includes health, dental, and vision insurance, as well as, paid time off