



An Affiliate of the
CANCER SUPPORT COMMUNITY

Gilda's Club Middle Tennessee's mission is to ensure all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community.

Our evidence-based program includes support groups, healthy lifestyle workshops, mind-body classes, social activities, educational lectures, and resource and referral information. Offering approximately 60 professionally led support and networking workshops, and 50 various educational programs and classes each month, Gilda's Club makes a tangible difference in the lives of those impacted by cancer. We build community so no one has to face cancer alone.

DEVELOPMENT ASSOCIATE - Part-time - 28 hours a week

Primary oversight of the grants and foundation revenue including research, application, and compliance reporting; corporate and individual giving; communication and outreach; and third-party fundraising event coordination. This position involves generating revenue and increasing stewardship efforts, in partnership with the Director of Development and CEO through the implementation of a yearly development plan.

Position reports to: Director of Development and works closely with the CEO, Director of Business and Finance, Director of Marketing, Program Team

Essential job functions:

- Research and identify new grants and manage our year-round grant-writing and application process.
- Research and identify corporate giving opportunities, prospective donors, and other funding opportunities.
- Coordinate third-party and benefit night fundraisers from start to finish by managing existing third-party events and building new relationships with surrounding businesses.
- Support all development efforts including special weekend events: Red Door Bash gala, Golf Classic, Gilda's Gang 5K Family Fun Run, and Songwriter's Night.
- Help coordinate and grow employee giving initiatives and provide donor stewardship. Reach out to corporations to implement employee giving strategies and build relationships.
- Seek and maintain relationships with businesses who provide in-kind donations for Gilda's Club.
- As a team member of Gilda's Club, the Development Associate will interact with staff, members, volunteers, board members, and donors as a representative of this organization.

Qualifications:

- Bachelor's degree required.
- Minimum of 1-2 years of experience in non-profit development, communication, event planning or related experience.
- Excellent verbal and written skills with ability to present information effectively.
- Demonstrated analytical and fundraising skills with the ability to recognize opportunities, identify critical, high pay-off activities and prioritize them to attain goals.
- Personable individual with ability to work cooperatively and collaboratively to achieve common organizational goals.
- A multitasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission.
- Ability to organize and prioritize work independently.
- Proficiency in Microsoft Office.
- Familiarity with donor database systems highly desirable (Gilda's Club Middle Tennessee uses Donor Perfect)

Send resume and cover letter to Harriet Schifftan, President and CEO, harriet@gildasclubmiddletn.org