Development Coordinator Vacancy Announcement

The Sarcoma Foundation of America (SFA) seeks a creative, insightful, diligent individual to fulfill the critical role of Development Coordinator to support various fundraising areas within the Development Department, including donor prospecting and cultivation, event coordination, marketing and social media campaigns, and third-party fundraisers. Reporting to the Development Director, the coordinator will work with the development team on its comprehensive fundraising efforts by providing administrative and logistical support for special and community events, donor cultivation and stewardship, online fundraising campaigns, and direct mail appeals. The ideal candidate will have experience in fundraising, database management, and event planning.

SFA is the largest funder of private research in the sarcoma community and an organization dedicated to raising sarcoma awareness. SFA advocates for increased research to find new and better therapies with which to treat patients, and the organization raises money to privately fund grants for sarcoma research and education and advocacy efforts on behalf of the entire sarcoma community. Since its inception in 2000, the Sarcoma Foundation of America has invested over $14 million in research, including over 200 sarcoma research grants, eight American Society of Clinical Oncologists (ASCO) Young Investigator Awards, two Advanced Clinical Research Awards (ASCO) Conquer Cancer Foundation Awards, and two ASCO Conquer Cancer Foundation Career Development Awards. We have also provided direct funding to sarcoma center programs across the country and internationally.

Responsibilities:

Fundraising Administration

- Research and identify new donor prospects and provide information to foster a comprehensive giving plan for prospects (workplace giving, gift matching, and employee events).
- Support online fundraising and communications campaigns, including Sarcoma Awareness Month, Giving Tuesday, End of Year, and any other campaigns.
- Create reports and add information to the organization’s CRM database, including pertinent donor biographical information, donor activity, and event attendees as needed.
- Coordinate the tax receipt and gift acknowledgment process to ensure the mailing of tax receipts and acknowledgment letters.
- Draft strategic fundraising communications materials, briefings, and presentations based on independently gathered information and special thank you letters (recurring donor, anniversary, tax letters).
- Support team operations through critical non-fundraising projects, including social media, patient ambassador engagement, vendor/supply management, and other projects as needed.
- Collaborate with team members to develop strategies to improve fundraising, engagement, and stewardship for individual partners and programs.

Event Coordination

- Provide staffing support for large special events, community fundraising events, stewardship events, and other initiatives (which may require travel and work after-hours).
• Work closely with the community engagement manager to grow the community fundraising events program and the Race to Cure Sarcoma event series.
• Manage and help train development volunteers and other community volunteers for events.
• Manage the workplace giving programs such as the Combined Federal Campaign and state campaigns.
• Responsible for planning, coordinating, and executing fundraising campaigns, events, and promotions that promote SFA’s work.
• Other duties as assigned.

Experience

• Bachelor’s degree in a related field and a minimum of one to two years of relevant work experience (part-time or full-time) or four (4) or more years’ relevant work experience.
• Work independently to prioritize work, set timelines, and adjust work priorities as necessary, using an effective time/project management system.
• Proficiency with Microsoft Office (Word, Excel, and PowerPoint) and have created or used charts, spreadsheets, and databases.
• Proficiency with Customer Relationship Management Systems, Zoom, Teams, Outlook, and Intranet/Internet tools.
• Resourceful, organized, detail-oriented, and highly responsive.
• Excellent written and oral communication skills.
• Willingness to learn the various functions of development and gain fundraising experience.
• Should be able to adapt easily to constantly changing situations, be creative, and able to produce prompt and effective results.
• Must be available some evenings and weekends to attend staff events.

This position is exempt/full-time and is located at our national office in Montgomery County, Maryland, outside of Washington, DC. The staff is currently teleworking due to COVID-19. A hybrid of teleworking and in-office days will continue when the SFA office opens.

Please email your resume and cover letter with salary requirements to hr@curesarcoma.org with the subject line “Development Coordinator.” Resumes will not be accepted without a cover letter or email. No phone calls, please. SFA is an equal-opportunity employer and accepts applications from all.