



DIRECTOR OF DEVELOPMENT & STRATEGIC PARTNERSHIPS, CENTRAL VIRGINIA REGION JOB DESCRIPTION

Title:	DIRECTOR OF DEVELOPMENT & STRATEGIC PARTNERSHIPS - Central Virginia Region
Reports To:	Executive Director
Location:	Remote; Employee will work from home, with some travel in Richmond and/or Charlottesville markets
Employment Status:	Full-Time
FLSA Code:	Exempt
Salary & Benefits:	Competitive Salary

Position Summary

The Director of Development & Strategic Partnerships - Central Virginia Region is responsible for planning and leading revenue development initiatives for the Affiliate in the Greater Richmond and Charlottesville, VA areas. The position is responsible for ensuring the success and diversification of revenue development strategies with emphasis on annual giving, major gifts, planned giving, third party events, foundation support, national programs and special events, including the Richmond MORE THAN PINK Walk®.

This position requires an ability to build strong relationships with individual and corporate donors, advertising and marketing agencies, sponsors, vendors, the Board of Directors, volunteers, and colleagues. This individual is committed to the Susan G. Komen mission and will be charged with identifying creative and sustainable donor development programs which will enable the Affiliate to capitalize on diverse revenue channels, with a donor-centric focus.

Duties and Responsibilities

- Plan, design, implement, and analyze all fundraising activities and events of the Affiliate in the Central Virginia Region.
- Working with the Executive Director, Director of Development & Strategic Partnerships – Eastern Virginia Region, key staff, the Board Fund Development Committee and Board members, implement long-range revenue development plan.
- Oversee the identification, research, cultivation, solicitation, acknowledgment, and stewardship of donors at all levels in the Central Virginia Region, in conjunction with Executive Director, development staff, Board and key volunteers.
- Serve as a staff liaison to the Board Fund Development Committee.
- Collaborate with other development, financial and administrative staff to ensure ongoing accuracy within the donor management and event registration systems.
- Work with event staff to ensure corporate sponsorship goals are met, including, but not limited to, prospect identification, cultivation and solicitation of new corporate sponsorships, stewardship and maintenance of current corporate sponsors.
- Work closely with Executive Director, Director of Development & Strategic Partnerships – Eastern Virginia Region, and development staff at Komen Headquarters to ensure coordination on revenue development activities and compliance with the Komen Operating Guidelines (KOG).
- Ensure Affiliate fundraising events, including the Richmond MORE THAN PINK Walk, third party and national initiatives, are executed to achieve optimal revenue development.
- Work with Executive Director to shape public outreach activities including public relations, marketing communications, stewardship and special events (MORE THAN PINK Walk, third party events, website, newsletter, annual report, etc.).
- Maintain involvement with external organizations and professional groups that may provide continuing education and/or opportunities to build long-term relationships with donors/supporters.
- Support Executive Director and Board with other Affiliate projects and events as requested.

Position Qualifications

- Bachelor's Degree required, Master's preferred
- Minimum of ten (10) years professional revenue development experience required, including responsibility for revenue development of at least \$1 million annually, a proven track record in professional revenue development, and supervision and leadership of a nonprofit revenue development team
- Strong organizational skills to plan, implement, and administer revenue development events and programs
- Excellent communication skills, including written, verbal, and public speaking skills
- Interpersonal skills and ability to work well with a diverse population
- A high degree of integrity that garners the trust and respect of others
- Dedication to principles of inclusion
- A record of planning and supporting growth
- A professional nature with the ability to meet deadlines and quickly establish priorities
- Organizational skills with thoroughness, timeliness, and detail when working under pressure
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Prior experience working with CRM and Donor Management Systems (e.g., Salesforce, Convio)
- Prior experience working with or reporting to a Board of Directors
- CFRE preferred

Physical Requirements

- Sitting, standing, bending, stooping, walking
- Repetitive hand motion (such as typing)
- Hearing, listening, seeing, talking, reading

Work Environment

- Remote: Employee will work from home, with occasional travel to and use of central office
- Travel: Some local travel required to the 80+ cities and counties served by the Affiliate; occasional travel to Komen Headquarters in Dallas, TX
- Work hours: Approximately 40 hours per week with some evening and weekend work required

Internal and External Contacts

- Affiliate Board of Directors
- Affiliate Staff
- Komen Headquarters Staff
- General Public
- Volunteers
- Breast Cancer Survivors
- Health Care/Community Health Professionals
- Donors, Potential Donors
- Public Policy Makers
- Grantees
- Vendors

To apply, please email your resume to info@komenceva.org.

Our Mission is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.