



A Breath of Hope

LUNG FOUNDATION

Development Manager

Reports to the Executive Director

Open until filled – Posted 4/15/2024

About A Breath of Hope Lung Foundation (ABOH)

ABOH is a 501(c)3 nonprofit founded in 2008 by a group of Minnesota lung cancer patients and caregivers. The founding group was surprised and dismayed to learn that ‘their’ cancer offered few patient resources, research was poorly funded, and survival was very low. Some had smoked, others had not, but all felt the stigma.

Today, 15 years later, the U.S. five-year survival rate has reached nearly 27%, but lung cancer remains the number one cause of cancer death in the world and there are many unfair gaps and burdens for lung cancer patients. Furthermore, due to an unkind and inaccurate smoking stigma and a poor prognosis, lung cancer patients have some of the highest rates of anxiety and depression of any cancer group.

ABOH has a talented and committed staff and board who care deeply about those living with lung cancer. We have grown steadily over the years, and now offer global programming, as well as patient services here in Minnesota. Through our three mission-based programs (Nationwide Research Program, Nationwide Public Awareness/Education, and Local and Global Patient & Family Support & Education Program Services), we serve hundreds of thousands of Americans touched by lung cancer each year. More at abreathofhope.org or youandlungcancer.com.

ABOH is an equal-opportunity employer. We do not discriminate based on race, color, religion, creed, ancestry, national origin, citizenship, sex, sexual orientation, gender identity or expression, marital status, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. We offer a hybrid and flexible working culture based on respect and trust.

Position Summary

The ideal candidate for the ABOH Development Manager staff position should be highly motivated to generate revenue that supports the mission, possess excellent communications skills (written and verbal), have a strategic and team-centric mindset, and a proven track record of generating revenue growth for a nonprofit.

The ABOH Development Manager reports to the Executive Director and will be directly responsible for generating new donors, growing our event sponsorship program, and managing a portfolio of existing mid-level donors.

The ABOH Development Manager will help achieve organizational revenue goals by working with the full team to identify and act on opportunities that will lead to organizational growth.

Job Summary

The Development Manager will lead efforts to develop annual fund/fundraising strategies that engage and cultivate current donors, improve giving at events (P2P), develop relationships with donors, prospect funding opportunities, craft funding proposals, and produce content for external communications such as newsletters, e-blasts, marketing materials, social media, website updates, and fundraising communications (appeal letters, annual report, etc.).

This staff is also responsible for recruiting new sponsors at two or more annual events and will contribute to the execution of the annual advancement plan to promote and fund A Breath of Hope's mission-focused programs.

Duties and Responsibilities

Fund Development

Achieve targeted donation metrics.

Solidify new relationships and strengthen existing relationships with donors. Solicit and develop relationships for retention of corporate sponsors.

Partner with organizational leaders and the board development committee to drive the execution of the Development Plan. Develop and implement strategies for ongoing discovery, cultivation, solicitation, and stewardship of donors and prospects.

Engage in ongoing donor prospect research.

Partner with event and other ABOH staff in developing effective stewardship programs to ensure donors receive the necessary recognition and thanks for support.

Create multiple strategies for donor outreach and communication.

Coordinate plan to manage annual giving donor relationships

Work with leadership to plan and manage fundraising and donor recognition events, including two annual Doc Spot Events for Circle of Light members.

Keep donor records updated and clean in database. (Raiser's Edge)

Communications

Work with ED and marketing manager to develop and implement marketing/communication strategies that promote the organization's programs, events, and fundraising methods.

Become savvy about lung cancer to generate accurate content and case.

Contribute to content of external development communications such as newsletters, appeal letters, annual report, etc.

Work with staff to oversee content on the website and on social media, ensuring the content is current, accurate and relevant.

Promote programs and events.

Maintain a broad knowledge of the organization's priorities by working closely with leadership, program, and administrative staff.

Skills

Excellent written and verbal communication skills for purposes of marketing and external communications. Knowledge of AP style a plus!

Self-motivated, detail-oriented, and highly-organized.

Ability to work well under pressure and meet regular, overlapping deadlines.

Ability to work with minimal oversight, set goals and play an important role in short and long-term development planning.

Interest in and passion for fighting cancer. Empathy for patients and families.

Creative and flexible in responding to changing priorities and emerging needs.

Ability to develop and maintain a network of contacts and seek out potential partners to advance our mission.

Education and Experience

2-5 years' experience in nonprofit fundraising or a related field demonstrating ability to successfully cultivate donors, generate new donations, and write solicitations (Grant-writing experience a plus!).

Bachelor's degree or higher required.

Demonstrated success in soliciting gifts and/or event sponsorships.

Demonstrated success in advancement communications and donor correspondence.

Knowledge of best practices in nonprofit donor solicitation and stewardship.

Experience in effective planning and management of fundraising special events.

Experience working with database management and fundraising software (Raiser's Edge experience a plus!)

Computer literate/ Experience in/ability to successfully communicate with donors, partners, stakeholders, and community members using multiple media channels.

Job Type

Full-time (40 hours); 3 days in Minnetonka Office; 2 days outside of office

Apply here (must be a Minnesota resident) :

jobs@abreathofhope.org or by mail: ABOHLF, PO Box 387, Wayzata, MN 55391