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Manager, Development, Cause Marketing and Special Events Dr. Susan Love Research Foundation, Santa Monica, CA

The Dr. Susan Love Research Foundation, an accredited 501(c)(3) public charity, was founded in 1983 to eradicate breast cancer and improve the quality of women's health through innovative research, education, and advocacy. Since 2005, the Foundation has received more than six million dollars to pursue its own prevention research; since 1998, the Foundation has awarded pilot grants totaling more than \$900,000.

While advances have been made in the diagnosis and treatment of breast cancer, we still don't understand what causes breast cancer or how to prevent it. The Dr. Susan Love Research Foundation, in partnership with the Avon Foundation for Women, launched the Love/Avon Army of Women initiative in October 2008, with the goal of recruiting one million women who are willing to participate in research that focuses on the causes of breast cancer and how to prevent it. Since its inception, a movement is sweeping across our nation. Already, more than 300,000 women have joined the Army of Women.

The Dr. Susan Love Research Foundation is looking for a highly motivated, creative, driven, organized Development Manager help take the Foundation to the next level. The Manager will report to the Executive Director and will work closely with volunteers, the board of directors, donors and colleagues to identify, cultivate, solicit, and steward individuals, foundations, and corporations in support of the Dr. Susan Love Research Foundation (DSLRF) mission to move breast cancer beyond a cure and eradicate it once and for all. The Manager will foster communications, maintain best practices, and engage participation from all levels in order to best position fund-raising initiatives and achieve ambitious fund-raising goals.

Principal Duties

The manager, working closely with the Executive Director, will be responsible for developing a comprehensive strategic plan that will entail both utilizing and expanding on current cause marketing partners, engaging donors around specific projects in need of funding, planned giving campaign, and conceptualizing and planning of special events.

The Manager will be responsible for actively cultivate existing donors of \$2500 to \$250,000 to gain increased support. In collaboration with the Executive Director, develop

annual and long range plans to secure major gifts and coordinates high level cultivation events. Utilize available data and established techniques of prospect identification to build a portfolio of new and existing prospects and donors. Maintain awareness of donors and volunteers at all stages and manage the appropriate next steps to increase support. Create a stewardship plan that will enable ongoing relationships with donors that will allow building toward additional gifts, with an emphasis on major gifts. Increase the Foundation's Cause Marketing efforts by reaching out and building relationships with various corporations, and promoting the website through sponsorship opportunities.

The Manager will also be responsible for identifying appropriate grant opportunities and assist in writing and preparing grant applications.

Under the direction of the Executive Director, coordinate special events, including receptions, meetings, luncheons, dinners and the biennial intraductal conference. Prepare reports and queries utilizing the Raiser's Edge database.

Experience, Education and Skills

- Bachelor's degree required
- 5-7 years of relevant experience
- Passionate dedication to DSLRF's mission and goals
- Confidence, intellectual prowess, and experience to collaborate effectively with the visionary President, volunteers, advocates, donors, prospects, and staff;
- Work in close partnership with the Community Outreach Manager to help develop and implement processes that help raise both funds and awareness.
- Proven experience in strategically increasing and diversifying philanthropic revenue, including the design and implementation of an innovative, long-term fund-raising plan;
- Success working within a fast-paced, mission-focused non-profit environment;
- Solid track record of identifying, qualifying, cultivating, soliciting, and stewarding significant gifts;
- Experience in all aspects of a comprehensive fund-raising operation, including individual gifts, foundations, corporations, special events, direct mail and telemarketing, and cause related marketing;
- Uncompromising integrity and strong commitment to the highest standards of professionalism;
- Creative, collaborative, and pro-active style;
- Excellent communication skills, both written and oral;
- Sound judgment and a creative manner of approaching issues and devising sound solutions based on thorough research, information analysis, and collaboration;
- Results-oriented, energetic, and agile;
- Sense of perspective and humor;
- Proficiency in Microsoft Office and database systems (Raiser's Edge preferred).

Compensation

Position is full-time with complete benefits package.