



The Children's Cancer Foundation, Inc.
Foundation Relations Manager
January 16, 2017

The Children's Cancer Foundation, Inc. (CCF), located in the heart of Columbia Town Center, seeks a dynamic team member to join our passionate organization. Founded over 30 years ago, CCF raises critical dollars to support the treatment and cure of childhood cancers.

This important role works closely with the Executive Director and with the CCF Board of Directors and has direct responsibility for raising dollars through grant proposals, events and raising awareness of CCF through key communications efforts.

The Foundation Relations Manager oversees all aspects of CCF's Grant Writing and relationships with private funders and partners. Additionally, this position serves an important communications role as the face of CCF Social media and our digital presence. Grant responsibilities include writing letters of inquiry, drafting proposals and renewal requests to a select portfolio of private funders, government entities and other funding sources on behalf of CCF. The position will report to the CCF Board of Directors as needed on funding opportunities.

Additionally, this position requires knowledge of local and national employee campaigns and workplace giving opportunities.

During non-peak times, secondary responsibilities include supporting CCF Events, including our annual Gala, planning smaller events and campaigns such as Giving Tuesday and overseeing Childhood Cancer Awareness Month (September) as needed.

The successful candidate has experience in a not-for-profit environment, a working knowledge of funding opportunities, both local and statewide, communications, including digital and print, and a proven grant writing track record.

Qualifications:

- Bachelor's Degree
- Excellent research, writing, editing and oral communication skills
- Excellent computer skills (Word, Excel, Outlook)
- Familiarity with social media and ability to promote CCF through social media venues
- Familiarity with Donor databases a plus
- Detail oriented and able to work under tight deadlines
- Ability to work independently and collaboratively
- Ability to work evenings and weekends as needed

- Ability to attend and support CCF Fundraising events

The successful candidate should have a knowledge of, and respect for, the mission of The Children's Cancer Foundation, Inc., be willing to work in a team environment, communicate effectively with others, verbally and in writing and be willing to perform other duties and responsibilities as needed, required, or assigned.

Salary commensurate with experience. Benefits available.

Resumes can be submitted to: info@childrenscancerfoundation.org.

CCF offices located in Columbia, Maryland, conveniently near Columbia Mall, Route 29 and Route 175.

Visit us at www.childrenscancerfoundation.org for more information.