

## Mission Advancement Manager JOB DESCRIPTION

**Position:** Mission Advancement Manager  
**Reports To:** Senior Director of Mission Advancement  
**Type:** Full Time

### **WHO IS CANCER SUPPORT COMMUNITY ARIZONA (CSCAZ)?**

Cancer Support Community Arizona opened its doors to cancer patients and their loved ones in March of 1999. Due to the unique integration of place and program, the physical needs of the Cancer Support Community Arizona (CSCAZ) are an essential part of the community's services. Central to the CSCAZ mission is a homelike, nurturing environment that enhances the atmosphere of healing and support. Since 1999, CSCAZ is the only research based cancer support organization in Arizona and has served over 200,000 individuals through our 100+ monthly cancer education and health and nutrition programs, emotional support, teen and family programs and resources and referrals, all at no costs to our Participants.

Our mission is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community.

### **WHAT ROLE DOES THE MISSION ADVANCEMENT MANAGER SERVE AT CSCAZ?**

The Mission Advancement Manager is responsible for the co-creation, implementation and management of a well-coordinated, strategic development plan to cultivate and solicit support from foundations, corporations, government sources and sovereign nations. This position works to establish long-term partnerships, strengthens existing and re-engages lapsed relationships, while initiating new ones.

The Mission Advancement Manager will provide their expertise to advance Cancer Support Community Arizona's interests by researching and identifying sources of support, proactively seeking opportunities and innovate strategies and partnerships to generate new proposals based on corporate guidelines and interests. In addition, this role will maintain effective communication ties with corporate, foundation, grant, government and sovereign nation funders and prospects with the support of the CEO, Senior Director of Mission Advancement and Senior Director of Program and Growth. This position collaborates with all Cancer Support Community Arizona staff to ensure funding deliverables and outcomes are implemented, tracked and achieved.

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This document is a general overview of the requirements and responsibilities associated with the position titled above, and is in no way considered a written or implied contract. Management reserves the right to revise any part of this description as it deems necessary.

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**THE MISSION ADVANCEMENT MANAGER:**

- Creates and maintains a corporate, foundation, grant, government and sovereign nation revenue pipeline that is in alignment with Cancer Support Community Arizona's annual revenue goal and strategic plan,
- Identifies new and lapsed corporate, foundation, grant, government and sovereign nation prospects and conducts research to determine interest and giving potential,
- Writes all corporate, foundation, grant, government and sovereign nation proposal and grant agreements and collaborates with CSCAZ Senior Staff to ensure messaging and deliverables are in alignment with strategic goals, funding priorities and program direction,
- Manages the communication, implementation and tracking for all corporate, foundation, grant, government and sovereign nation funder proposals and grant deliverables, to include and not limited to:
  - Volunteerism
  - Marketing and recognition
  - Program implementation
  - Fundraising
  - Budget/Expenses
- Creates outcome and impact reports, as requested by funders,
- Develops and monitors budgets corporate, foundation, grant, government and sovereign nation proposals and grants,
- Utilizes volunteers, staff and Board of Directors to implement cultivation and solicitation strategies,

**THIS ROLE SHOULD BE OF INTEREST TO YOU IF YOU ARE:**

- Energetic with strong interpersonal and writing skills,
- Ambitious with a deep commitment to the non-profit sector,
- Goal oriented and can move between hard data and relationship building seamlessly, understanding both of their value,
- Cognitively flexible and value collaboration,
- Creative at engaging existing, new and lapsed funding partners through program, events, volunteerism and marketing deliverables,
- Independent team member who is a self-starter, with a talent for identifying building innovative and strong relationships to create sustainable revenue sources.

**YOU WILL BE SUCCESSFUL AT THIS ROLE IF YOU:**

- Have had success at not only writing grants and proposal, but also managing a revenue pipeline and managing outcomes and deliverables across teams,
- Owning all grant and proposal deliverables (program impact/outcomes, marketing, budget, volunteerism, community support),
- Have a background in sponsorships requests,

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- Have worked with corporations or business to enhance the implementation and funding of program (i.e. CSCAZ's Corporate Wellness Program),
- Have coordinated, utilized and value the role of volunteers in funding grants and proposals,
- Are excited about being present in the community through 'Tabling' and speaking at community and funders events,
- Have a background or wisdom in Employee Giving,
- Are flexible and able to work occasional early mornings, evenings and weekends.

**EDUCATION AND TECHNICAL EXPERIENCE:**

- A bachelor's degree and 3-5 years progressively responsible fundraising, business development and/or sales Experience,
- Excellent oral and written communication skills,
- Experience with Microsoft Office Outlook, Word, Power Point and Excel; and in Fund Development Software,
- A successful track record diversifying non-profit revenue streams through corporate, foundation, grant, government and sovereign nation funders.

**BENEFITS:**

- CSCAZ offers a comprehensive benefits package including Medical, Dental, Vision, PTO, and a 401K plan.

**To Apply: Please email Resume and Cover Letter to [Jobs@cscaz.org](mailto:Jobs@cscaz.org)**