

Mission Coordinator JOB DESCRIPTION

POSITION: Mission Coordinator
REPORTS TO: Senior Director of Mission Advancement
FLSA STATUS: 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 COORDINATOR SERVE AT CSCAZ?

This position dynamically and creatively creates opportunities that empower participants and the community to interact and therefore become part of our empowered 'network of support.' The Mission Coordinator serves a critical role supporting CSCAZ through implementing our strategic marketing and communications plan, while also tracking data trends from current, new and lapsed funders.

WHAT YOU CAN EXPECT AS A CSCAZ TEAM MEMBER:

As a member of the CSCAZ team you can expect a fast-past non-profit environment, where you will be encouraged to 'do transformational work,' while being challenged to push yourself to the next professional level. Engagement within our 100+ free monthly cancer support programs is encouraged, as well as personally embedding yourself within our non-profit and professional development community.

MISSION COORDINATOR IS RESPONSIBLE FOR:

- Data administration for all organizational revenue (cash, pledge, and in-kind), including the gift acknowledgment process,
- Ensuring that the coding of all organization revenue in the donor database aligns with the correct funding strategy, program strategy and the like,
- Mining, cleaning and maintaining the donor database to support donor renewal, reactivation, cultivation and stewardship,
- Maintaining and supporting the creative process and integrity of CSCAZ's Word Press website, including and not limited to: content auditing, creation of new pages, edits to existing pages and implementation new modules and tools to align with revenue goals and strategic plan,
- Implementing all marketing and communication deliverables, in partnership with Senior Director of Mission Advancement, and applicable staff (i.e. flyers, posters, eCommunication, social media posts, webpages or website, social media events and the like),
- Tracking analytics on donor giving trends and marketing and communication deliverables (i.e. social media, website, and eCommunication),
- Coordinating and communicating all aspects for the creation of the quarterly program calendar between the Program team and graphic design liaison,
- Creating all quarterly Program Calendar flyers and connecting with Community Lead to ensure all strategic partners and program facilitators receive their corresponding marketing program flyer(s),
- Creating weekly eCommunications in alignment with Program and Mission Advancement strategic goals,
- Collaborating with appropriate staff to co-support the solicitation of in-kind goods/services and volunteers,
- Coordinating two annual community events, with CSCAZ staff: Day of Hope (March) and A Night of Light Celebrating Cancer Champions (December).

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 values collaboration with a creative passion for digital and social media marketing and communication,
- Independent team member who is a self-starter, with a talent for thinking differently to enhance the mission, revenue and strategic goals of CSCAZ.

YOU WILL BE SUCCESSFUL AT THIS ROLE IF YOU:

- Have worked in the non-profit, marketing communications or fund development sector,
- Are interested in working for a fast pace organization that will providing significant areas of professional growth,
- Are someone that can move into action quickly and finds remarkable success through team collaboration,
- Are an analytical thinker that can see many steps ahead and strategize data and marketing deliverables to reach our program, revenue and strategic goals,
- Are excited about being present in the community through 'Tabling' and speaking at community events,
- Are flexible and able to work occasional early mornings, evenings and weekends.

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.

EDUCATION AND TECHNICAL EXPERIENCE:

- Bachelor's Degree in communications, marketing, nonprofit leadership or related field preferred,
- Minimum of 3 years' experience working with nonprofits and creating community relationships preferred,
- Familiarity with software applications, including WordPress, Microsoft Office Suite and donor database systems (CSCAZ is currently using Gnosis for manage program participation and fund development).

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