



Peer-to-Peer & Third-Party Fundraising Specialist

Location: Virtual

Category: Full-Time

Field: Non-profit; mission-driven organization

Reports to: VP and Chief Development Officer

The **Peer-to-Peer & Third-Party Fundraising Specialist** will be the key staff responsible for managing volunteer fundraising efforts via peer-to-peer donation pages and third-party fundraising events. CCF relies heavily on the support of individuals who fundraise on our behalf through personalized giving pages and/or hosting fundraising events in their local communities. The **Peer-to-Peer & Third-Party Fundraising Specialist** will further define and develop our volunteer fundraiser program (including determining a tiered CCF support structure) to bolster the success of these activities. Additionally, they will serve as a resource and liaison for volunteer fundraisers, helping them set up personalized fundraising pages, providing event guidance and best practices, and coordinating CCF recognition/ support as appropriate.

About Cholangiocarcinoma Foundation

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become a leading global resource in research, education, and public awareness. The organization's core values are patients first, collaboration over competition, innovation, and urgency. The organization is virtual, with team members in several states.

RESPONSIBILITIES

- Develop and regularly update a resource kit for volunteers who fundraise on behalf of CCF through peer-to-peer donation pages (including Facebook) and third-party fundraising events
- Serve as the main point of contact and problem-solver for all volunteer fundraisers, including providing technical support for fundraising platforms, brainstorming ideas related to event planning/ promotion/ execution, building and maintaining event websites, and other related administrative tasks
- Ensure that volunteer fundraisers adhere to our guidelines and branding standards to represent CCF in a manner that is consistent with our values
- Create and implement a plan for cultivating and stewarding volunteer fundraisers at varying contribution levels, including recognizing the major donors/supporters of the volunteers' pages/events
- Collaborate with other Development, Communications, and Volunteer staff to identify appropriate volunteer fundraiser recognition opportunities and ways to incorporate other organization-wide efforts into the program
- Increase the number of new and retained volunteer fundraiser participants by developing an outreach strategy and marketing content, maintaining relationships with fundraisers (even after their campaign has been completed), and following up on all inquiries received

Cholangiocarcinoma Foundation

5526 West 13400 South, #510 – Salt Lake City, Utah 84096 – U.S.A.

www.cholangiocarcinoma.org



- Create an incentive program to reward high performing fundraisers
- Positively represents the CCF at all times, including working with staff, volunteers, and donors

REQUIREMENTS

- Bachelor's degree is strongly preferred (additional experience may be considered a substitute)
- Minimum of 3 years of non-profit event management and fundraising experience required (4-5 preferred)
- Non-profit healthcare or disease-specific experience is preferred, but not required
- Strong writing skills. Ability to communicate effectively, persuasively, and empathetically in oral and written communication
- Strong customer service and interpersonal skills, with an ability to influence others
- Strong organizational and time management skills with exceptional attention to detail
- A professional and collaborative style with an ability to manage multiple tasks/ projects simultaneously
- Must be a self-starter who can identify new opportunities, areas for improvement, and service gaps and develop solutions to address challenges
- Strong proficiency in Microsoft Office applications
- Familiarity with CRM (customer relationship management) software
- Flexibility, adaptability, and openness to change
- Background check

Compensation:

Salary Range: \$45,000 - \$60,000

Benefits: Health Insurance (Medical, Dental, Vision), Life Insurance, Disability Insurance, PTO, and 401(k)

Location:

The Foundation is a virtual organization. Therefore, residency in Salt Lake City, UT, is not a condition of employment. The selected candidate will be required to travel to Utah for meetings and throughout the U.S. as needed

To apply, send your resume, cover letter (INCLUDE POSITION NAME), and salary requirements to HR@cholangiocarcinoma.org. All applicants *MUST* submit a cover letter, resume, and salary requirements to be considered.

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.