



## Cholangiocarcinoma Foundation®

### Community Fundraising & Events Manager

**Location:** Virtual

**Category:** Full-time

**FLSA Status:** Exempt

**Reports to:** Chief Development Officer

#### Position Overview

The **Community Fundraising & Events Manager** will be the key staff member responsible for managing community fundraising efforts via peer-to-peer donation pages, third-party fundraising events, and signature and in-person 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 **Community Fundraising & Events Manager** will continue to advance our peer-to-peer and third-party fundraiser programs to bolster the success of these activities and lead the development and strategy of CCF's future peer-to-peer fundraising initiatives. Additionally, they will oversee and work alongside a direct report to serve as a resource and liaison for 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 patient support, education, advocacy, and funding basic, clinical, and translational research. The organization is virtual, with team members located across the U.S. and internationally.

The organization's core values are patients first, collaboration, innovation, and urgency.

#### Primary Responsibilities

- Serve as team lead for all CCF peer-to-peer fundraising efforts.
- In collaboration with the Chief Development Officer and development team, create event sponsorships and cultivate and solicit event sponsorships, participation, and/or donations from individuals and corporations.
- Oversee fundraising goal of \$2m, subject to year-over-year growth.
- Research and incorporate philanthropic trends into revenue growth strategy.
- Directly supervise the Community Fundraising & Events Coordinator, ensuring impeccable customer service is provided to all third-party fundraisers, revenue goals are met, and annual revenue growth is achieved.
- Create and implement a plan for cultivating and stewarding community fundraisers and

donors at varying contribution levels, including major donors.

- Increase the number of new and retained third-party 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.
- Serve as the main point of contact and problem-solver for all third-party fundraisers with revenue over \$10,000, 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 Manage and oversee social media fundraising efforts by stewarding current social media fundraisers, developing outreach and recruitment efforts for new fundraisers, and developing tailored materials and resources to strengthen social media fundraising efforts.
- Manage and oversee tribute-giving by creating memorial fundraising donation pages, stewarding and supporting donors, and developing strategies to retain tribute-giving donors.
- Execute an incentive program to reward high-performing fundraisers.
- Seek corporate support/sponsorships as applicable.
- Collaborate with other CCF staff to identify appropriate fundraiser recognition opportunities and ways to incorporate other organization-wide efforts into the program.
- Ensure that community fundraisers adhere to our guidelines and branding standards to represent CCF in a manner that is consistent with our values.
- Regularly update a resource kit for individuals who fundraise on behalf of CCF through peer-to-peer donation pages (including social media) and third-party fundraising events.
- Manage appropriate aspects of CCF special events, including event logistics, auction solicitation, promotions, and budgets.
- Positively represents the CCF at all times, including working with staff, volunteers, and donors.
- Manage Community Events and Fundraising Coordinator.
- Travel within the United States to fundraising events and other donor meetings required (10%)
- Mandatory attendance at the in-person Annual Conference and yearly staff retreat and donor/ event travel throughout the year as needed (<10% travel)

### **Skills, Qualifications, Requirements**

- Bachelor's degree is strongly preferred (additional experience may be considered a substitute.)
- Minimum of five years of non-profit event management, fundraising, and/or applicable sales/marketing experience is required.
- People management skills.
- Non-profit healthcare or disease-specific experience is preferred but not required.
- Strong communication and 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 and Google Suite applications.
- Familiarity with CRM (customer relationship management) software - Raiser's Edge. experience preferred but not required
- Ability to work virtually - this is a full-time, work-from-home position. Experience working in a virtual environment is preferred.
- Successful completion of a background check.

### **Work Environment and Physical Requirements**

- This fully remote position requires a dedicated, professional home office environment with reliable internet access.
- Flexibility to respond to time-sensitive issues during regular business hours, with occasional after-hours availability for urgent matters or events.
- Minimal physical requirements, though occasional travel is required for organizational events or meetings.

### **Compensation**

Salary Range: \$65,000-\$80,000 - commensurate with experience

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

### **Location**

The Foundation is a virtual organization. Candidates be authorized to work in the United States. The the selected candidate will be required to travel 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.**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. Nothing in this job description alters an employee's at-will status and is meant only as a guide, not a contract of employment.*

*The Cholangiocarcinoma Foundation's policy provides equal opportunities without regard to race, color, religion, age, gender, sex, national origin, disability, veteran status, or any other characteristic protected by law.*

December 2024