



**Development Coordinator, Foundation & Donor Relations
Position Announcement
June 2018**

Who We Are

Breast Cancer Prevention Partners works to prevent breast cancer by eliminating our exposure to toxic chemicals and radiation linked to the disease. We translate science into practical actions people, policy makers and companies can take to protect us from toxic exposures. Learn more at www.bcpp.org. The people who work at Breast Cancer Prevention Partners are passionate about what we do and committed to excellent work done in a collaborative environment.

What We're Looking For

This position offers the opportunity for a mission-driven person to make a difference in reducing toxic chemicals linked to breast cancer. Reporting to the Director of Development (Director), the ideal candidate will have excellent organization and communication skills to coordinate the foundation proposal and reporting process, along with the ability to work in a fast-paced, collaborative, dynamic environment.

The majority of the Development Coordinator's time is spent working on a growing grants program (currently close to \$1million in annual revenue) and ensuring that all grant proposals and reports meet deadlines while also assisting the Director in prospecting, cultivating and stewarding foundation relationships.

Essential Responsibilities

Grant Coordination

- Under the supervision of the Director, work closely with program, science, communications and finance staff to develop original content and transform ideas into grant proposals, reports and project budgets.
- Maintain grant proposal and report calendar.
- Work with Director to develop and maintain grant department budget and work plan.
- Write and send all grant gift acknowledgments.
- Organize meetings with all current and prospective funders, including funder visits and calls

Grant Prospecting

- Under the direction of the Director, conduct foundation research and identify opportunities for new grants.

- Work with staff and board to evaluate, prioritize, and target prospects for corporate and foundation grants.

Individual and Major Donor Stewardship and Cultivation

- Work with Development Director to develop a major donor program, including plans for cultivation and stewardship for all donors.
- Work with Development Director/other Development Managers on donor events.

General Development Responsibilities

- Under the direction of Director, develop and write communications to funders and major donors.
- Other duties as assigned and necessary.

Qualifications and Skills

- Excellent writing, editing, verbal communication, and organizational skills.
- Experience in non-profit fundraising or related field a plus
- Exceptional ability to handle multiple tasks while demonstrating attention to detail.
- Demonstrated success in organizing the grant-writing process and frequent deadlines a plus
- Ability to support individual and major donor fundraising programs is a plus
- Team player with the ability to collaborate across departments.
- High level of comfort in computer programs such as Word, Excel, and Outlook.
- Experience with Salesforce database is a plus.

Terms

Location: San Francisco

Hours: Full time

Classification: Exempt

Excellent Benefits: Medical, dental and vision insurance; paid vacation and sick time; commuter benefit; flexible spending accounts; long-term disability insurance. BCPP provides full medical coverage at no premium cost to full time staff member. Dependent coverage is available at an additional cost to employee.

To Apply

Email your resume and cover letter to hr@bcpp.org subject line "Development Coordinator" by June 30th. Applications will be reviewed as they are received.

Breast Cancer Prevention Partners maintains a strong policy of equal employment opportunity.