**Job Title:** Resource Development Manager

**Location:** Greenville  
**Reports To:** Executive Director  
**Position Type:** Full-time (Flexible)  
**Salary Range:** $55,000 - $65,000 per year (depending on experience)

**About Us:**  
***The Neighborhood Cancer Connection is a nonprofit whose mission is to connect people to free, integrative services that can meet their emotional needs, relieve financial burdens, and equip them for the most successful journey through cancer. In the unpredictable fight against cancer, we work to promise one constant: dignity through equal access to care and community for the most vulnerable.***

We are looking for a compassionate and enthusiastic Resource Development Manager to help us build relationships with donors, supporters, and partners while coordinating impactful events that bring the community together for our mission.

**Job Summary:**  
The Resource Development Manager will play a dual role within our organization, focusing on building and nurturing relationships with key stakeholders and coordinating events that support our mission. This individual will serve as a primary point of contact for supporters, donors, volunteers, and event attendees, ensuring a positive experience and fostering long-term engagement. This role involves working with volunteer committees to plan and execute events ranging from small community gatherings to large fundraising initiatives.

**Key Responsibilities:**

**Relationship Management**

* Cultivate and maintain strong relationships with donors, corporate sponsors, community partners, and volunteers.
* Serve as the primary point of contact for current and potential donors, answering inquiries and providing updates on the impact of their contributions.
* Develop and implement a donor stewardship plan to retain and increase donor engagement.
* Identify opportunities for partnerships and collaborations with local businesses, community organizations, and healthcare providers.
* Utilize NCC’s CRM system (Charity Proud) to track donor engagement, event participation, and other relevant data. Ensure data accuracy within the CRM and maintain an organized record of donor interactions.
* Analyze NCC donor data and generate reports to make informed, data-driven decisions for fundraising strategies, communications, and event planning.
* Segment and target communications to specific donor groups using CRM tools to increase engagement and retention.
* Develop and execute the organization’s annual appeal.

**Event Coordination**

* Lead volunteer committees to plan, coordinate, and execute a variety of events, including fundraising galas, awareness campaigns, third-party fundraisers, etc.
* Work with vendors, venues, and volunteers to ensure the smooth operation of each event.
* Oversee event logistics, including budgeting, timelines, registration, marketing, and post-event follow-up.
* Collaborate with the NCC team to promote events and ensure maximum attendance and participation.
* Track event performance and report on key metrics such as attendance, fundraising goals, and donor engagement.

**Additional Responsibilities**

* Assist in the development of marketing materials and content for donor communications, newsletters, and social media.
* Help manage volunteer recruitment and engagement for events.
* Provide administrative support to the Executive Director as needed.

**Qualifications**

* Bachelor’s degree or equivalent.
* Experience and success in managing relationships and securing support from individuals giving $10,000+.
* Minimum of 2 years of experience in development, relationship management, or event planning.
* Excellent communication and interpersonal skills with the ability to engage a diverse group of stakeholders. Excellent written and verbal communication, public speaking, administrative and interpersonal skills.
* Experience with donor databases, CRM software, and social media platforms.
* Passion for the nonprofit sector, particularly cancer support and health care.
* Ability to work independently as well as part of a small, collaborative team.
* Flexibility to work evenings and weekends as needed for events.

**Pre-Employment Requirements**

* Must submit to a criminal background check.
* Must be eligible to work in the United States.

**How to Apply:**  
Interested candidates should submit a resume and a cover letter outlining their qualifications and interest in the position to [lisac@nccgreenville.org](mailto:lisac@nccgreenville.org).

NCC is an equal opportunity employer and values diversity in the workplace. We encourage applicants from all backgrounds to apply.