



# CANCER SUPPORT COMMUNITY.

**Vice President, External Relations**  
Washington, D.C.

The Cancer Support Community (CSC), the largest nonprofit provider of social and emotional support for people affected by cancer, is seeking a Vice President, External Relations to be based in Washington, D.C. Reporting to the Executive Vice President, the Vice President, External Relations will provide leadership, direction and coordination for a comprehensive fundraising and communications program that secures financial resources and elevates CSC's position and reputation. The Vice President, External Relations will be expected to design, implement and manage an integrated development plan focused on a significant individual donor campaign. The Vice President, External Relations will also be responsible for furthering CSC's mission through a coordinated marketing and communications effort.

Interested parties should submit a cover letter, salary requirements and a resume to [SSuettinger@cancersupportcommunity.org](mailto:SSuettinger@cancersupportcommunity.org).

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Development**

- Establish short- and long-term development goals
- Develop and implement fundraising strategies and appropriate follow-up action, including solicitation materials, correspondence and reports as necessary to promote donor participation, recognition and cultivation
- Diversify funding base by creating new revenue streams
- Identify, cultivate, solicit and expand the number of individual, major and planned giving prospects and donors, including family foundations across the country
- Manage and build online giving programs
- Maintain a fundraising database
- Oversee and manage all Development events and fundraisers

### **Marketing and Communications**

- Develop and oversee a marketing and communications plan that targets external audiences and articulates CSC's mission, vision, accomplishments and programs

- Coordinate communications and branding strategy with fundraising and programmatic efforts
- Ensure CSC's website and other digital properties are relevant and reflect state of the art design and functionality
- Lead CSC's social media efforts
- Identify opportunities to heighten CSC's awareness by generating press coverage for release of key reports and program initiatives
- Create and produce or manage production of all collateral materials, including annual report, periodic newsletters and letters to constituencies from the CEO, donor materials, etc.
- Identify and pursue cause-related marketing opportunities for CSC
- As appropriate, serve as a spokesperson and external representative for CSC

## **Management**

- Monitor and manage the financial performance of CSC's development and communications programs
- Lead CSC's external relations team, including developing goals, coaching, performance assessment, and identification and filling of skills and capacity gaps
- Participate in CSC's strategic planning processes, including developing long-range fundraising goals
- Other duties as assigned

## **IMPORTANT SKILLS AND REQUIREMENTS**

- Bachelor's degree and minimum of eight to ten years' hands-on development and communications experience with demonstrated effectiveness and success in individual and major gifts fundraising and event management
- Demonstrated experience and accomplishment in fundraising from foundations, individuals, and corporations
- Outstanding verbal, writing, editing and research skills. Detail-oriented and exacting with a creative bent
- Adept at budget development, management, and financial reporting
- Poised, pro-active, self-assured, organized and energetic self-starter with the willingness to work hands-on to develop and execute a variety of fundraising and communications activities
- A strategic thinker, goal-oriented, collaborative, motivated to complete tasks and succeed
- Ability to make decisions, prioritize, manage multiple tasks and meet deadlines in a fast-paced environment
- Valid driver's license

## **ABOUT THE CANCER SUPPORT COMMUNITY**

As the largest professionally led nonprofit network of cancer support worldwide, the Cancer Support Community (CSC) is dedicated to ensuring that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community. CSC achieves its mission through three areas: direct service delivery, research and advocacy. The organization includes an international network of Affiliates that offer the highest quality social and emotional support for people impacted by cancer, as well as a community of support available online and over the phone. The Research and Training Institute conducts cutting-edge psychosocial, behavioral and survivorship research. CSC furthers its focus on patient advocacy through its Cancer Policy Institute, informing public policy in Washington, D.C. and across the nation. For more information, please visit [www.CancerSupportCommunity.org](http://www.CancerSupportCommunity.org).

**The Cancer Support Community is an Equal Opportunity Employer**