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**Director of Development and Volunteers**

**ABOUT THE POSITION:**

The Colon Cancer Prevention Project is seeking a full-time Director of Development and Volunteers who is responsible for growing fundraising outside of Louisville and cultivating volunteers who are passionate about the cause. The Director of Development and Volunteers will work closely with the Executive Director, Board of Directors and volunteer committees to reach annual fundraising goals and volunteer goals.

The ideal candidate has 2-5 years of related experience and is passionate about working with people to raise support to stop the No. 1 cancer killer among non-smoking men and women. This ideal candidate is also a creative, compassionate go-getter who is able to delegate well and think outside the box.

**ABOUT THE COLON CANCER PREVENTION PROJECT:**

The Colon Cancer Prevention Project is a Louisville-based non-profit that works throughout Kentucky and Southern Indiana to ensure people get screened for colon cancer, the No. 2 cancer killer among men and women. Its work spans education, advocacy, health systems improvements, and survivor support. In the last decade, Kentucky's colon cancer incidence and mortality rates have dropped more than 25 percent.

**ABOUT THE POSITION**  
The Director of Development and Volunteers is an essential part of the Colon Cancer Prevention Project’s work, helping to build financial support and cultivate volunteers in order to grow our programs and impact across Kentucky and Southern Indiana.

**Principal Responsibilities:**

* Plan and coordinate major fundraising events, including the Project’s two largest events and two major breakfast events. Responsibilities include managing the volunteer committee, soliciting sponsorships and coordinating logistics.
* Grow fundraising efforts with a diversified approach in specified outreach areas of Kentucky and Southern Indiana (Lexington, Eastern Kentucky and So. Ind. in 2016). This will include cultivating private donations, grants and sponsorships, and overseeing any events.
* Oversee volunteer cultivation efforts with a goal of hiring volunteer “managers” to take charge of outreach efforts in specified communities outside of Louisville. Also, oversee volunteer communications such as e-mail blasts and birthday cards; maintain volunteer records; oversee trainings of new volunteers and develop a system to cultivate those interested in volunteering and build volunteer retention.

**Qualifications/Requirements:**

* Positive attitude
* Ability to think outside-the-box
* Ability to identify and cultivate funding sources
* Strong written and verbal communication skills, including public speaking and training
* Computer literacy including MS Office Products: Word, Excel, Outlook, Power Point
* Ability to handle multiple tasks in a high energy work environment
* Ability to work independently without direct supervision
* A passion for the cause is a bonus

**Minimum Requirements:**

* At least 2 years of experience in non-profit fundraising and/or volunteer cultivation
* A Bachelor’s Degree in a related field
* Must have a driver’s license and be able to travel locally and throughout the state
* Must be willing to travel up to 25% of the time outside of Louisville in order to cultivate volunteers and donors in specified growth areas. This will include mostly day-trips, though some overnight trips will be necessary.
* Must be willing to work non-standard work schedule including some nights and weekends

**TO APPLY:**  
**Applicants for this position should email resume, cover letter, salary requirements by Feb. 28 to:**

Andrea Shepherd

Executive Director

[ashepherd@kickingbutt.org](mailto:ashepherd@kickingbutt.org)

**Equal Employment Opportunity**

Colon Cancer Prevention Project is an Equal Opportunity/Affirmative Action Employer.   All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.