



**Us TOO**  
**Director of Development**  
**Des Plaines, IL**

Us TOO International offers a lifeline to men and their families affected by a prostate cancer diagnosis. Us TOO serves this vital role by providing comprehensive educational resources, support services and personal connections to the prostate cancer community. This includes a network of more than 200 volunteer-led support groups in the U.S. and abroad. Best of all, these resources are available at no charge.

Us TOO is ready to embark on an ambitious new fundraising campaign to expand their impact. The organization is seeking to hire its first full-time Director of Development who will work closely with the CEO and Board of Directors to grow the current annual revenue of ~\$900K by expanding major gift fundraising and foundation support. Candidates for this position will have a growth mentality for expanding the reach of the organization into untapped resources.

Prostate cancer affects one in nine men. Nearly 30,000 men died of the disease last year and approximately 3 million men in the U.S. are living with a prostate cancer diagnosis. That number is estimated to increase to more than 4 million by 2024.

Since it was established in 1990, the need for Us TOO has never been greater. The Director of Development at Us TOO will have a unique opportunity to join a small but mighty team of professionals doing purposeful work that makes a positive difference in thousands of lives.

### **Qualifications**

- Bachelor's degree required
- At least 5 years of nonprofit fundraising experience preferred (with demonstration of increased responsibilities and track record of success); relevant marketing or business development experience will also be considered
- Demonstrated ability to produce and deliver clear, concise, formal and informal oral and written communications
- Excellent organizational skills, detail orientation and demonstrated capacity to manage a high volume of work to achieve ambitious goals in a fast-paced setting, and to do so in collaboration with diverse stakeholders
- Proven track record of working with senior level executives and philanthropists
- Proficiency in Google and Microsoft products (e.g. Drive, Docs, Sheets, Word, and Excel), and managing donor databases (Salesforce experience a plus)
- Available for possible light travel
- Previous experience in health care or working within a nationally structured organization a plus

## Characteristics

- Result-focused, highly organized self-starter who works effectively with others and independently
- Ability to build strong relationships through active listening and an ability to motivate
- High energy and passion for the Us TOO mission
- Ability to confidently manage a high-volume, deadline-driven workload with poise and optimism
- An entrepreneurial spirit and a problem-solver with ability to modify best practices to fit the resources and needs of Us TOO
- Flexibility and willingness to assume new tasks and special projects
- Ability to work collaboratively and exhibit professional maturity with major donors, board, volunteers and staff
- Social media savvy; experience using marketing campaign tools a plus

## Responsibilities

### Development:

- Design, lead and execute a development strategy for Us TOO, in partnership with the CEO and Board
- Implement current annual fundraising plan and prepare future short- and long-term plans
- Set and achieve annual philanthropic revenue targets including new donor and retention goals, along with cultivation and stewardship goals
- Prioritize key actions for the CEO, board and other senior leaders to take toward cultivating, soliciting and stewarding donors, and prepare and support them as they execute
- Work with the Board of Directors by leveraging their resources and networks, ensuring that each Board member is committed to their role of raising funds for Us TOO
- Develop and manage a personal portfolio of current and prospective donors via identification, cultivation, solicitation and stewardship strategies and activities
- Grow the individual major gift prospect list and implement a successful major gifts program that includes donor recognition and a system for moving donor relationships forward
- Identify new corporate partnership prospects and craft strategies for outreach and engagement
- Maintain fundraising data and systems in Salesforce ensuring the organization's donor and prospect information is always current and accurate
- Analyze and leverage data and metrics to measure success and guide development strategies and tactics
- Identify and cultivate potential foundation partners; respond to relevant Requests for Proposals (RFPs), Notice of Funding Opportunities (NOFAs), funder inquiries, etc.
- Manage foundation outreach and create strategies for engaging stakeholders in the cultivation of new relationships with foundation donors
- Keep apprised of landscape and relevant news/changes in corporate, foundation, and individual giving communities

## **Event Management**

- Manage all development special events, including cultivation programs, fundraising events such as the SEA Blue Prostate Cancer Walk/Run, and donor recognition events
- Work collaboratively with event consultant who will execute the planning and logistics for the annual SEA Blue Walk/Run
- Coordinate with CEO and Board to maximize the fundraising around events by building event hosts, committees, team members and volunteers
- In partnership with the CEO, secure corporate and individual sponsors for events
- Envision new and creative ways to use special events to raise awareness about Us TOO among the donor community

## **Donor Communications**

- Prepare presentation materials for prospective donors including pitch deck, solicitation and collateral materials
- Unearth compelling Us TOO stories to highlight in written materials and verbally
- Create donor focused e-communications highlighting the impact and achievements of Us TOO; optimize planned giving opportunities and options
- Design and implement annual on-line/direct mail appeal and monitor results
- Segment lists and create personalized outreach to donors
- Along with standard thank you letters, devise individualized and creative expressions of appreciation.
- Collaborate with communications manager to increase social media presence

## **Equal Opportunity Employer**

Us TOO is an equal opportunity employer committed to providing employees with a work environment free of discrimination and harassment. We seek to recruit a team that represents a genuine variety of backgrounds, perspectives, and skills.

## **To Apply:**

Us TOO provides a competitive benefits package and compensation commensurate with experience. To apply, please send a resume and cover letter to: [apply@justcauseconsulting.com](mailto:apply@justcauseconsulting.com).