



Job Title: Director of Annual Fund and Individual Giving

Organization: Tower Cancer Research Foundation

Location: Beverly Hills, California

Overview:

Tower Cancer Research Foundation (TCRF) is a non-profit organization dedicated to funding innovative cancer research and providing support services to cancer patients and their families. We are currently seeking a motivated and experienced Director of Annual Fund and Individual Giving. This position will develop the Annual Fund fundraising plan that will include goals, strategies, and programming that aim to build and engage our donor base. Through a variety of means, this individual will identify, cultivate, and steward meaningful relationships with established and potential donors, seeking and securing gifts for the Annual Fund, as well as identifying potential major and planned giving prospects.

Responsibilities:

1. Annual Fund:
 - Working in conjunction with the Chief Development Officer, the Director of Marketing & Communications, and outside vendors, plan, develop and implement strategies for annual fund campaigns.
 - Create and manage a calendar/schedule of multidimensional appeals that leverages a variety of channels (e.g., electronic solicitation, direct mail appeals, face-to-face solicitations) to communicate with potential and current donors.
 - Develop Major Gifts prospect pipeline through stewardship of annual fund donors.
2. Major Gifts:
 - Manage a donor prospect portfolio of 50-75 donor prospects to cultivate, solicit and steward prospects for philanthropic support.
 - Cultivate donors and other partners for special programming, special events, and new initiatives.
 - Maintain constituent reports on prospects and major donors in Raiser's Edge through contact reports and actions.
3. Special Event Support
 - Work closely with colleagues to develop and execute strategies to identify and engage donors, corporate sponsorships, attendees and core volunteers for annual special events; Gala, Luncheon, Walk and Golf.
 - Identify, engage and provide support as necessary to peer to peer fundraisers.



4. Other

- Collaborate with marketing, development and other team members to identify program priorities, funding potential and areas for growth.
- Work with Chief Development Officer to research, prepare and submit grant funding opportunities from pharmaceutical partners, corporate and private community foundations

Qualifications:

- Bachelor's degree in a related field (Master's degree preferred).
- Minimum of 5-7 years of experience in development and fundraising, preferably in the healthcare sector.
- Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders.
- Ability to work independently and collaboratively in a fast-paced environment.
- Highly organized with strong attention to detail and project management skills.
- Proficiency in Microsoft Office Suite and database management software Raiser's Edge.
- Tower Cancer operates on a hybrid in office work schedule where employees are expected in the office at least 3 days a week.

Join us in our mission to advance cancer research and support individuals affected by cancer. If you are passionate about making a difference and possess the required qualifications, we encourage you to apply for the position of Director of Annual Fund and Individual Giving at Tower Cancer Research Foundation.

Salary range of \$90,000 to \$100,000. Compensation includes benefits such as healthcare, vision and dental, paid time off and sick leave, 403(b) plans, life insurance policy.

To apply please submit your cover letter and resume to **TCRF@towercancer.org**.