



mondays
at racine
CANCER CARE FOUNDATION

Community Relations and Development Associate

Mondays at Racine Cancer Care is a formal 501c-3 nonprofit organization who's mission is in supporting men women and young adults going through cancer.

We are seeking a highly personable, energetic, and detail-oriented professional to support and expand our outreach and fundraising efforts. This position is poised to build, maintain, and strengthen relationships with individual, corporate, and community partners. This candidate will join Mondays at an exciting stage of growth as we are positioned to expand our programming regionally.

The Community Relations Associate will be proactive in growing our network of donors as well as play an important role in helping to raise awareness, promote Mondays programs and services, and expand our reputation in regions outside our current scope.

Role Responsibilities:

- Maintain a proficient knowledge of the organization's history, programs, constituents and key stakeholders.
- Assist with developing and implementing a fundraising strategy to expand the corporate and local business donor base.
- Identify local, regional and state grant funding opportunities.
- Write, submit, and manage grant proposals.
- Prepare donor based communications including letters of request, appeal letters, e-blasts, and donor based newsletters.
- Schedule, plan, and participate in community events that are focused on target audiences. Conduct speaking engagements.

- Serve as a Mondays Ambassador by building relationships on behalf of the organization with key community leaders, organizations and small business to advance the Mondays mission.
- Maintain *Little Green Light*, our donor data base. Create, send and track all acknowledgement letters.

Key Requirements:

- Bachelors Degree in creative writing or related field.
- 1 + years of grant writing or grant management experience.
- Proficient with measuring metrics, creating graphs, presentations and reaching income goals.
- Proficient with MS Office Word and Excel.
- Excellent knowledge of fundraising information sources.
- Excellent communication skills, both verbal and written.
- Able to be a team player while bringing innovation and creativity to the role is desired.

Interested applicants please apply by sending your resume to info@mondaysatracine.org attention Karla Waldron