Events and Donor Engagement Specialist
West Cancer Foundation

Reports To: Vice President of Development
FLSA Status: Exempt, Salaried
Salary: $55,000 annually

Apply: https://app.loxo.co/job/MTAyMDItNXFwc2NtMjV3ZjVyOGxmYQ==?t=1793654661808

About West Cancer Foundation
Every day, thousands of Mid-South families face the emotional, physical, and financial challenges of a cancer diagnosis. West Cancer Foundation exists so that no one has to face cancer alone. We fund cancer screenings, mental wellness counseling, transportation, survivorship resources, education, and community programs that help patients get the care they need.

Position Summary
We are looking for an experienced, self-directed events and donor relations professional to own our signature fundraiser, West Fight On, and to build the relationships that keep it growing. You will be trusted with real ownership for event execution.

What You Will Own

West Fight On and our event portfolio
- Lead West Fight On from concept to close: timeline, budget, vendors, volunteer committees, sponsor fulfillment, and event-day operations.
- Plan and run additional fundraising and donor events of varying sizes throughout the year.
- Debrief every event and measure results against goals.

Sponsor and donor relationships
- Manage a portfolio of corporate sponsors and individual donors.
- Identify and maintain sponsorships and partnerships.
- Make sure every gift and sponsorship is acknowledged and followed up on promptly.

Community and peer-to-peer fundraising
- Coach and support volunteers and community members who host their own fundraisers or lead peer-to-peer campaigns.
- Recruit and develop event committees and volunteer leaders.

Data, communications, and reporting
- Keep donor records and interaction history accurate in our CRM, and use that data to guide outreach.
- Prepare regular reports for the VP of Development on event progress, sponsor pipeline, and fundraising results.
- Create and share event content on social media, including LinkedIn, and support donor communications and sponsorship materials.

What You Bring

- 3–5 years of progressive experience in project management, event management, nonprofit fundraising, donor relations, corporate sponsorship, or a closely related field.
- A track record of planning and executing both small and large events, with specific results you can describe: dollars raised, sponsors secured, attendance, volunteers managed.
- Proven ability to work independently, spot what needs to be done, and follow through.
- Strong relationship-building skills and comfort speaking with executives, donors, and groups.
- Excellent written and verbal communication skills.
- Experience with a donor database or CRM and a commitment to accurate records.
- Strong organizational skills and the ability to manage several projects and deadlines at once.
- Proficiency with Microsoft Office, Canva, Adobe Acrobat, and cloud-based project management tools.
- Bachelor's degree in Marketing, Communications, Nonprofit Management, Business, or a related field.
- A genuine commitment to improving the lives of cancer patients and their families.

What We Offer

- Ownership of a high-profile event and a real seat at the table with the planning committee
- Work that directly funds care for cancer patients across the Mid-South
- Health, dental, and vision insurance
- 401(k) with employer match
- Paid time off and paid holidays

Work Environment and Physical Requirements

- Typical in-office environment with moderate noise level.
- Frequent local travel for meetings, donor visits, and fundraising events.
- Ability to work evenings and weekends as needed to support fundraising activities and special events, especially leading up to and including West Fight On.
- Valid driver's license and reliable transportation required.
- Ability to stand for extended periods during events and lift up to 50 pounds when assisting with event setup and breakdown.
- Ability to walk, reach, climb, bend, use hands and wrists, communicate effectively, and perform other physical duties associated with event execution.

West Cancer Foundation is an equal opportunity employer.