



ABOVE+BEYOND  
CANCER

## Annual Giving & Outreach Manager

Above + Beyond Cancer is a nonprofit organization based in Greater Des Moines, Iowa, founded in 2011, by Oncologist Richard L. Deming, MD. The mission of this dynamic organization is to elevate the mind, body, and spirit of patients, survivors, and caregivers throughout the cancer journey.

### **Job Summary:**

This position combines responsibilities from both the Annual Giving and Community Outreach functions. The role is designed to support the organization's fundraising goals through the coordination of annual giving campaigns, while also fostering meaningful relationships with community partners and stakeholders. The individual in this role will manage donor communications, assist with event planning, and lead outreach initiatives that promote engagement and visibility. Collaboration across departments and with external audiences is essential to ensure alignment with strategic objectives and community impact.

Responsibilities for the Above + Beyond Cancer Annual Giving & Outreach Manager include but are not limited to:

### **Annual Giving (60%):**

- Coordinate with the President to execute the organization's fundraising strategies and campaign development initiatives supporting short- and long-term organizational revenue objectives.
- Engage in mid-level donor work via prospecting and in person meetings.
- Develop an annual direct mail plan.
- Collaborate with Director of Mission Delivery to create an annual online giving campaign.
- Supports donor stewardship programs to identify, develop, retain, and nurture a portfolio of individual and institutional donors and corporate or governmental partnerships.
- Develop communications with the Director of Mission Delivery to increase donor engagement.
- Use an established donor database and software tools to produce data-driven measurements and report on the progress of fundraising goals.
- May participate in the grant writing and proposal process.
- Assist with all fundraising events.

### **Community Outreach (40%):**

- Coordinate program outreach activities to communicate and raise awareness of Above + Beyond Cancer programs and the resources available to the community.
- Attend appropriate community events on behalf of Above + Beyond Cancer.
- Develop and maintain a network and database of community contacts, agencies, and services.
- Distribute program education and outreach materials to partner organizations and advocacy groups.
- Recruit and manage the Ambassador Program.

**Required Skills/Abilities:**

- Positive attitude and embrace our mind, body, spirit approach to cancer survivorship.
- Impressive organization skills with a drive to be a “self-starter”.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

**Supervisory Responsibilities:**

- None

**Education and Experience:**

- Bachelor’s degree in related field required.
- At least three years of related experience required.

**Physical Requirements and Work Environment:**

- Prolonged periods of standing, walking, and physical activity required.
- Must be able to lift up to 20 pounds frequently, and up to 50 pounds occasionally.
- Work in a mixture of office environments, and in the settings where program activities take place.
- May require hours worked in early morning, evening, or on weekends as organization needs dictate.

This is not a remote position, however there is flexibility as to the Annual Giving & Outreach Manager working from both the home and the organization’s office in West Des Moines.

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To be successful in this role, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

**Reviewed with employee by:**

**Signature:** \_\_\_\_\_

**Name and title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received and accepted by:**

**Signature:** \_\_\_\_\_

**Name and title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The company is an equal opportunity employer and complies with ADA regulations as applicable.