



**CANDLELIGHTERS**  
**Childhood Cancer Family Alliance Inc.**  
**JOB DESCRIPTION**

**POSITION:** Development Director - \$45,000 - \$55,000

**REPORTS TO:** Executive Director & Associate Director

**PRIMARY RESPONSIBILITIES:** The Development Director responsibilities include but are not limited to:

- (1) the raising of funds needed to meet Candlelighters annual budget through special events, grant proposals, annual appeal, etc.
- (2) the marketing and public relations of Candlelighters and especially of fundraising events and measures
- (3) the general coordination of the use of volunteers.

**SKILLS NEEDED:**

- A very strong ability to work with a diverse group of constituents.
- Excellent writing and creative skills.
- Excellent verbal and public speaking skills.
- Excellent organizational skills with the ability to deal with multiple tasks and events simultaneously.
- Ability to work well on your own and to take initiative and ownership of tasks and events.
- Grant writing.
- Ability to manage and set budgets and goals in relation to fundraising.
- Excellent hands-on computer knowledge, including:
  - Microsoft: Word, Excel, Powerpoint and Publisher
  - Database Software: Salesforce, TeamRaiser (Convio, Blackbaud, etc.), iContact, Givergy (BidPal, Greater Giving etc.)
  - Social Media: Facebook and Instagram
  - General Graphic Design: Adobe and Canva
  - General Website: Wordpress
- Minimum of 3 years non-profit development experience.

**EDUCATION:** Bachelor's degree in business, marketing, or public relations.



**FUNDRAISING:** Coordinate and support all Candlelighters events including signature events and third party event partnerships

- Events
  - Leading and coordinating all aspects of events for:
    - Clay Shoot
    - School Initiative
  - Assisting with coordinating aspects of the following events:
    - Tennis Tournament
    - Clay Shoot
    - Fun Walk
    - Lights of Courage
  - Work with community partners on Third Party events, including but not limited to: Kendra Scott, Houston Astros, Houston Texans, PR companies, local restaurants and more
  - Support all Candlelighters events and programs
  - Coordinating includes but not limited to: timeline management, budget management, sponsorship requests and relationship building, logistics, promotional materials (print, digital, email and social media), volunteer management, donor solicitation and thank you management
- Grant Writing: work directly with Executive Director and Associate Director to
  - Manage and write the existing grant opportunities for Candlelighters (general funding, designated funding, and event funding)
  - Identify possible new funding sources
  - Meet with grant administrators and coordinate and conduct site visits
  - Prepare annual program and service, and funding reports for grant proposals
- Annual Appeal: work directly with Executive Director and Associate Director to identify annual funding opportunities (parking campaign, anniversary campaign, emergency funds, Giving Tuesday, etc.)

**MARKETING AND PUBLIC RELATIONS:**

- Speak publicly to civic organizations, clubs, corporations, etc.
- Prepare and send press releases and coordinate media coverage
- Create and prepare all promotional materials (combination of in-house and graphic designer)
- Attend appropriate networking activities and partnership organization events
- Develop and nurture relationships with various organizations and individuals

**VOLUNTEERS:** Assist in securing volunteers for all special events as well as office tasks throughout the year.

Contact Lynn Wheeler [lwheeler@candle.org](mailto:lwheeler@candle.org) or call (713) 270-4700 for more information.