



The Sunshine Kids Foundation is a non-profit organization dedicated to children with cancer. Established in 1982, the Foundation is committed to providing quality group activities and emotional support to Kids who are receiving cancer treatments in hospitals across North America.

Mission – The Sunshine Kids Foundation provides exciting, positive group activities for children with cancer, so they may once again do what Kids are meant to do...have fun and celebrate life!

### **Development Associate**

Position Description: Assist the Development Department in all fundraising and philanthropic support for the organization related to donor relations and stewardship, annual and planned giving, corporate and foundation grant research, grant writing, memorials, major corporate and individual gifts. Responsibilities include planning, organizing, implementing and attending special events and benefits for fundraising and public relations purposes as well as administrative support, donor data entry, maintaining donor files and donor acknowledgments. Some evening, weekend and travel required.

#### Preferred Requirements:

Bachelor's degree.

1-2 years fundraising experience.

Raisers Edge experience preferred.

Excellent verbal and written communication skills.

Can analyze tasks and performs efficiently with minimal direction or assistance.

Detail oriented.

Knowledge and experience with MS Office applications: MS Excel, MS Word.

Must be able to multi-task and have exceptional organizational and time management skills.

Familiarity with major social media platforms, including Facebook, Twitter, Instagram and LinkedIn.

#### Salary Range

\$47,000 - \$52,000

#### To Apply:

Send resume to [rita@sunshinekids.org](mailto:rita@sunshinekids.org)