



Job Description: Fundraising & Events Manager

Mission: MIB Agents is a leading pediatric osteosarcoma nonprofit dedicated to Making It Better for our community of patients, caregivers, doctors, and researchers through programs, education, and research.

Vision: A world with less toxic, more effective treatments and a cure for osteosarcoma, an aggressive pediatric bone cancer.

Values: We are **devoted** to creating and instilling **hope** with and for our **inclusive** and **collaborative** osteosarcoma **community**. We do this through mutual **trust**, **transparency**, and **compassion**.

We work with and for dedicated and passionate people: the kids and families impacted by osteosarcoma, their doctors and researchers who work tirelessly toward better.

Job Summary:

The Fundraising & Events Manager assists in large-scale fundraising initiatives, including overseeing events. Together with the Development Director, identifies and cultivates relationships with prospective major gift donors, helps grow small donors, and assists with marketing and PR for fundraising and awareness events.

Primary Responsibilities & Duties include but are not limited to:

- Plans & executes current fundraising events
- Works with Development Director to grow relationships with major gift donors
- Assists in donor stewardship programs
- Tracks and assesses fundraising and development metrics
- Identifies and stewards prospective donors
- Utilizes major giving fundraising and marketing tools, including on-line tools
- Works collaboratively with MIB Sr Leadership Team and volunteers
- Researches and writes grants
- Perform other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Bachelor's Degree (Preferred) or equivalent experience in Social Services, Business, or related field
- Preferred 1 year experience in cultivating major donors, fundraising and/or event planning.



- Preferred 1 year experience in fundraising
- Preferred 3 years' experience in fundraising methods
- Preferred 3 years' experience in identifying sources of funding for nonprofit organizations
- Preferred 3 years' experience in corporate partnerships
- Preferred 3 years' experience in Event Organizing & Planning
- Evidence of meeting organizational fund-raising goals
- Evidence of managing special events
- Facility in using donor management systems
- Skilled communicator, with superior interpersonal, verbal, and written skills
- Time management skills
- Strategic Thinker
- Flexibility
- Service mentality
- Organizational and Leadership skills

Required Working Conditions include but are not limited to:

- Remote work environment
- Based in the US
- 30 hours weekly schedule
- Have appropriate workspace and technology in their home office
- Active participation in team meetings
- Travel is required and funded by MIB to various fundraising and awareness events hosted by or in conjunction with MIB Agents

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.