



CancerCare

Senior Grants Administrator

New York, NY | Summer 2021

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BOSTON | NEW YORK

CancerCare seeks a Senior Grants Administrator to support the continued growth of its institutional giving program.

About CancerCare

Founded 77 years ago, CancerCare is the leading national organization providing free, professional support services and information to help anyone impacted by cancer manage the emotional, practical and financial challenges of cancer.

CancerCare services are provided by master's-prepared oncology social workers and world-leading cancer experts and include case management, counseling and support groups over the phone, online and in-person, educational workshops, publications, and financial and co-payment assistance. In the fiscal year ended June 30, 2020, CancerCare provided 209,454 services to people from across the United States affected by cancer.



CancerCare's core services are as follows:

- **Case Management**

CancerCare provides free telephone case management in English and Spanish to people living with cancer, post-treatment survivors and caregivers affected by cancer.

- **Counseling Services and Support Groups**

CancerCare's counseling services are provided in English and Spanish in New York and New Jersey, and focus on the emotional and practical challenges that arise from cancer.

CancerCare's support groups can be offered live, and online. Live Support Groups are led by licensed oncology social workers and offer the opportunity to connect with others who share similar concerns and experiences. The online groups are open to anyone in the United States, Puerto Rico and U.S. Territories.

- **Education**

CancerCare's educational programs and resources provide up-to-date information on the latest in treatment option and related topics. Educational offerings include:

- Connect Education Workshops and patient psychoeducational programs on a host of clinical and practical perspectives
- An extensive list of publications that includes more than 300 easy-to-read educational titles, providing expert insights on a host of cancer-related topics
- Cancer Out Loud Podcast series featuring a diversity of patient voices
- CancerCare's websites, which have become highly respected online cancer resources that welcome more than 2 million visits annually

- **Financial Assistance**

CancerCare offers limited financial assistance for cancer-related costs such as transportation, homecare, and child care; in addition, the staff of oncology social workers can assist in securing help from resources outside of CancerCare.

Special Initiatives

As part of CancerCare's ongoing efforts to expand program offerings and better address the changing needs of people affected by cancer, they have developed the following special initiatives:

- **CancerCare@work**
The CancerCare@work initiative helps employers manage cancer-related work issues for employees who are patients, survivors, and caregivers, as well as for the colleagues of these individuals.
- **Cancer Disaster Preparedness Alliance (CDPA)**
The CDPA is a coalition of preeminent cancer and disaster organizations led by CancerCare. The goal of the coalition is to ensure that cancer patients experience little or no disruption to their treatment in the aftermath of a natural disaster, epidemic, or pandemic anywhere in the United States and its territories.
- **Pet Assistance and Wellness (PAW) Program**
The PAW program assists people undergoing the emotional, physical and financial challenges of cancer treatment to care for their pets.
- **Caregiver Treatment Decision Making Study**
As part of CancerCare's ongoing efforts to understand cancer caregiver involvement in the treatment decision making process, the Caregiver Treatment Decision Making Study was developed with the goal of better understanding their experiences.
- **What Matters to Me Decision Tool**
CancerCare's What Matters to Me Decision Tool was developed as an easy and efficient treatment decision-making tool for cancer patients to communicate their personal priorities so that physicians can consider their quality of life when recommending treatment. The tool is currently being feasibility tested among patients and oncology clinicians in three cancer clinics at the Montefiore/Einstein Cancer Center. The study findings will then be disseminated through posters at cancer-related conferences, journal articles in relevant publications and in conjunction with the New York State Department of Health Cancer Consortium.

About the Position

CancerCare is at an exciting point of growth in the organization's history, and the Senior Grants Administrator (SGA) will play a key role in that growth. Raising approximately \$15M to \$17M each year, institutional giving makes up the majority of CancerCare's philanthropic revenue and the SGA will work to increase and diversify this funding.



The SGA will work closely with the Director of Grants Administration to conduct and oversee crucial administrative functions for the Corporate/Foundation team. Central to this will be proposal and report development, including grantwriting; tracking schedules for all funding and report submissions; monitoring revenues raised toward goal; and oversight of proposal development and submission. In particular,

the SGA will work in close collaboration with program staff to ensure meaningful reporting of program activities, a key aspect of relationship management.

The SGA will have initial oversight over one direct report, with potential for additional oversight over time.

Key Responsibilities

- Evaluate ongoing fundraising progress by tracking revenue raised compared to revenue goals.
- Develop, write, and edit grant proposals/funding requests, reports, and budgets.
- Review and prepare proposal and report packages for formal submission.
- Oversee the tracking of proposal and reporting deadlines using grant tracking database system.
- Serve as liaison between program, IT, development, and finance departments to ensure understanding of, and compliance with, all grant restrictions and reconciliation/reporting requirements.
- Prepare detailed internal reports for staff, board, and other constituencies.
- Liaise with corporate/foundation donors as necessary.
- Work with social worker staff to ensure that grant requirements are met.
- Research and identify funding opportunities for CancerCare and its programs.

Key Qualifications

- Minimum of five years' experience in corporate/foundation relations, with experience with pharmaceutical sector a plus.
- Experience writing proposals, presentations, reports, agreements, and related documents.
- Excellent interpersonal, written and verbal communication skills.
- Experience in, or familiarity with cancer, healthcare, or social services a plus.
- Strong administrative skills and attention to detail.
- Ability to manage multiple projects and priorities.

CancerCare is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender identity or expression, sexual orientation, age, marital status, disability, genetic information, veteran/military status or any other protected characteristic as established under law. We are dedicated to providing an inclusive and welcoming environment for our staff and clients.

Please email your cover letter and resume in confidence to: SGACancerCare@developmentguild.com.
For more information, please visit www.developmentguild.com.

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For more information about CancerCare, please visit www.cancercare.org.

About Development Guild DDI

For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. With offices in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

