



DR. SUSAN LOVE FOUNDATION
— for breast cancer research —

Senior Director of Community Relations

Job Description:

The Senior Director of Community Relations cultivates positive relationships and engage with local supporters, nonprofits, businesses, and other organizations on behalf of the top-ranked breast cancer research organization, Dr. Susan Love Foundation for Breast Cancer Research. This high-profile representative is responsible for outreach to these other like-minded organizations, cultivating relationships, and identifying any potential synergies with the Foundation. This position will also provide leadership, strategic vision and direction to Senior Leadership, and reports directly to the CEO. This position is a member of the Foundation's senior management team and serves as a key leader on organization wide strategic priorities.

Job Responsibilities and Duties:

- Develop, build, and retain positive relationships with internal and external constituents, cultivating a strong team-oriented culture.
- Performing administrative duties associated with position.
- Develop a compelling partnership/alignment strategy that supports the Foundation's strategic goals and objectives.
- Ensure that brand identity, messaging and marketing and communications strategy are infused in all organizational efforts (development, research, community relations, etc.).
- Work with leadership team and staff to identify internal and external community relations opportunities and develop strategies that support solutions.
- Support the Chief Executive + Visionary Officers in the development and implementation of departmental and organization strategic goals and objectives.
- Maintain strong relationships with key partners and represent DSLF at professional and community events, in a leadership role.
- Assist in the fundraising and development process by building and maintaining authentic relationships with participants, donors, and community partners.
- Support different departments internally to ensure that the organization is aligned with the overall strategic plan.
- Provide support as necessary for peer-to-peer fundraisers.
- Attending all Foundation events as required by the CEO.
- Assist with donor cultivation associated with major special events including: Philanthropist of the Year, Valentine's Day Luncheon, and Walk with Love.
- Plan and carry out events and educational activities which increase the visibility of the Foundation in the community.
- Support the Foundation's relationships in the community.
- Develop and expand relationships with community stakeholders.
- Identify opportunities for community-based initiatives for the Foundation.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.



DR. SUSAN LOVE FOUNDATION
— for breast cancer research —

Skills and Qualifications:

- Bachelor's degree, preferably in Communications or Media.
- Passion for the Foundation mission and alignment with core values.
- Minimum five-years in a fast-paced communications environment.
- Highly efficient time management skills and ability to prioritize tasks
- Highly proficient in Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint, and Slack.
- Three to five years' experience in communications or public relations.
- Demonstrated skills, knowledge and experience in the design and execution of marketing and communications activities, including digital marketing campaign development.
- Effective, articulate, and persuasive public speaking and presentation skills.
- Excellent writing and editing skills.

Compensation

Position is full-time with complete benefits package. Salary is competitive.

Please send resume and cover letter to jobs@drsusanloveresearch.org and reference the job title in the subject line.

Foundation Description

Dr. Susan Love Foundation for Breast Cancer Research drives collaborative, cutting-edge research with nontraditional partners, primarily focused on fulfilling our mission of achieving a future without breast cancer and improving the lives of people impacted by it now. Many of the projects the Foundation undertakes are designed to increase our understanding of the human breast and what enables malignancy to occur, with the ultimate goal of developing methods to prevent it. We actively engage the public in our scientific research to ensure that it produces accurate and meaningful results. The Love Research Army, formerly the Army of Women, has served as a vital resource for breast cancer research for over 10 years. This year, in order to better reflect our longstanding commitment to fostering inclusive research, we rebranded the Army of Women as Love Research Army. Men, women, members of the LGBTQIA+ community, and non-binary people all get breast cancer. We are excited to be moving into a new decade with a name that reflects the desire and intent to include everyone in the research pool to study and end breast cancer once and for all.