

**Position Title:** Development Associate – Sponsorships & Events

**Location:** Saline, MI (Hybrid work environment available)

**Reports To:** Director of Development - Partnerships

**Minimum Hours:** Full-time preferred, but part-time considered (minimum 25 hours/week)

**About Us:**

The ChadTough Defeat DIPG Foundation is the leading funder of Diffuse Intrinsic Pontine Glioma (DIPG) research in the world, dedicated to funding game-changing research and providing vital support to families facing a diagnosis. Our mission is driven by the families and children we honor and support, and the passionate team of professionals who bring it to life every day.

**Position Summary:**

The Development Associate – Sponsorships & Events will play an integral role in growing ChadTough Defeat DIPG's impact by cultivating, soliciting, and stewarding mid-level gifts (\$1,000–\$25,000) and securing event sponsorships. This role is ideal for someone who has some experience in fundraising and sponsorships and is eager to take the next step in their development career. The Development Associate will also provide significant support to the events team, helping to ensure our signature events are successful in raising funds and awareness for our mission.

**Key Responsibilities:**

- Cultivate, solicit, and steward mid-level donors and sponsors, focusing on securing new commitments and renewing existing ones.
- Conduct research to identify new sponsorship and funding opportunities.
- Support the execution of fundraising events, including sponsor outreach, event logistics, and stewardship of sponsors and donors.
- Provide event support, including volunteer coordination, sponsor benefit fulfillment, and event day-of assistance.
- Maintain accurate records of donor and sponsor interactions in our CRM.
- Participate in organizational efforts to grow our community of supporters and promote our mission.
- Assist with other duties and projects as needed to help the foundation grow and thrive.

**Qualifications:**

- 1–3 years of experience in fundraising, event planning, sponsorship sales, or equivalent.
- Demonstrated ability to secure mid-level gifts or sponsorships.
- Strong interpersonal and communication skills; comfortable making direct asks and following up on opportunities.
- Highly organized and detail-oriented, with the ability to manage multiple tasks and deadlines.
- Willingness to wear many hats and jump in where needed, including helping with events and program support.

- Passion for our mission of Defeating DIPG and supporting families facing this devastating disease.
- Flexibility to work occasional evenings and weekends for events.
- Some travel may be possible.

### **Why Join Us?**

- You'll be part of a mission-driven organization making a real impact for families and researchers.
- You'll work with a dedicated team that values flexibility, teamwork, and creative thinking.
- You'll have the freedom and support to leverage your network and expertise to help us grow.

We offer a competitive salary that reflects experience, qualifications, and the responsibilities of the role.

### **To Apply:**

Please submit a resume and cover letter highlighting your experience in securing mid-level gifts or sponsorships and/or event planning to [apply@chadtough.org](mailto:apply@chadtough.org). Applications will be reviewed on a rolling basis.