



Direct Response & Production Coordinator

American Institute for Cancer Research (AICR)

Arlington, VA | Hybrid

Make an Impact Through Mission-Driven Fundraising

Every day, AICR works toward a future where fewer people develop preventable cancer.

For more than 40 years, the American Institute for Cancer Research (AICR) has funded innovative cancer prevention research and translated the latest science into practical, evidence-based information that empowers people to make healthier lifestyle choices.

Every donor communication, publication, and fundraising campaign helps advance research, educates the public, and brings us closer to a world where fewer people develop preventable cancer.

We're looking for a collaborative, detail-oriented Direct Response & Production Coordinator to help bring those communications to life.

Why You'll Love Working Here

If you've worked in a fundraising agency, marketing agency, or fast-paced production environment, you know what it's like to juggle multiple clients, competing priorities, and constantly changing deadlines. At AICR, you'll experience something different.

You'll focus on one mission, one fundraising program, and one collaborative team. You'll build lasting relationships with colleagues, see projects through concept to completion, and have the opportunity to make a meaningful impact through communications that support groundbreaking cancer prevention research.

In addition to meaningful work, we offer:

- Competitive salary
- Comprehensive health and wellness benefits
- Retirement plan with employer contribution
- Hybrid work environment

- Professional development opportunities
- Supportive, collaborative culture
- The opportunity to grow while contributing to a mission that improves lives

What You'll Do

As AICR's Direct Response & Production Coordinator, you'll serve as the primary day-to-day liaison between AICR and our direct response fundraising agency, helping ensure campaigns move efficiently from planning through production and implementation.

- Coordinate direct mail campaigns, production schedules, and agency communications
- Manage internal creative, scientific, and leadership review processes
- Proofread and review materials for accuracy, quality, and brand consistency
- Coordinate with designers, printers, mail houses, and other production vendors
- Manage project timelines and deliverables across multiple stakeholders
- Support campaign implementation with Supporter Services
- Maintain organized project documentation and production files
- Identify opportunities to improve workflows and production processes

What We're Looking For

- Bachelor's degree or equivalent professional experience
- Three to five years of experience in nonprofit fundraising, direct response, marketing project management, print production, agency coordination, or a related field
- Excellent project management and organizational skills
- Outstanding attention to detail
- Strong proofreading and written communication abilities
- Ability to manage multiple priorities and deadlines simultaneously
- Experience collaborating with internal teams, vendors, and external partners
- Experience with nonprofit fundraising, print production, direct mail, donor communications, or CRM systems is a plus

Join Our Team

If you're looking for a role where organization, collaboration, and attention to detail directly support a mission that improves lives, we'd love to hear from you. Join AICR and help ensure that every campaign, publication, and donor communication advances the fight against preventable cancer.

AICR is an equal opportunity employer and provides reasonable accommodations to qualified applicants. To request an accommodation during the application or interview process, please indicate your need in the online application. Applicants must be legally authorized to work in the United States. AICR is unable to provide employment-based visa sponsorship for this position.