



Where the end of breast cancer begins.™

## **Susan G. Komen Missouri Development Assistant Position**

Founded in 1999, the mission of the Missouri Affiliate of Susan G. Komen is to save lives and end breast cancer forever by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer. Komen Missouri is *the* local source for funding breast cancer education, screening and treatment in 38 Missouri and Southern Illinois counties, serving thousands of women in our area. Through events like the Komen Greater St. Louis MORE THAN PINK Walk, Komen Missouri has invested \$30 million in community breast health programs and has contributed more than \$10 million to groundbreaking breast cancer research.

**Position Purpose:** Komen Missouri has an opening in its St. Louis office for a Development Assistant. The Development Assistant is a key member of the Komen Missouri team, responsible for performing a variety of activities designed to ensure effective and efficient operations and support key fundraising and mission delivery initiatives. Working in partnership with the Executive Director, other staff members, board members and volunteers, the Development Assistant will support the success of the organization's mission.

**Reports to:** Executive Director

**Hours:** Part-Time (20 hours/week), Flexible Schedule. This position is not eligible for benefits.

**Salary:** \$15 – 20 per hour depending on qualifications and experience

### **Primary Responsibilities:**

#### **OPERATIONAL/ADMINISTRATIVE SUPPORT**

- Answer office phone, open incoming mail and regularly monitor general e-mail account
- Record cash and in-kind donations in the donor database and process thank you letters, memorial/honor acknowledgements and matching funds requests
- Make occasional updates to donor database and run simple reports as requested
- Troubleshoot problems with phones, IT and office equipment and order office supplies
- Handle administrative aspects of internship selection process three times per year (spring, summer, fall): revising job descriptions as necessary, posting on Komen Missouri website, sharing job descriptions with contacts at area colleges and universities, responding to inquiries, reviewing resumes, scheduling interviews
- Submit documentation as required to Komen Headquarters, including post-Walk reports, board meeting minutes, etc.

#### **FUNDRAISING SUPPORT**

- Administer the sponsorship confirmation process for all affiliate events and third-party events including drafting and sending letters of agreement/contracts and setup forms, return of

agreements/contracts and setup forms, sending pre-event reminders and confirmations, receiving and acknowledging payment of funds

- Assist with meeting and event preparation as requested including but not limited to arranging for food/beverage, assembling mailing lists, tracking event RSVPs, printing registration lists, nametags, and signs; and assembling/packing event-related material
- Handle all aspects of Komen Missouri's participation in the Community Health Charities/Combined Federal Campaign, including completing annual application process and ensuring Komen Missouri representatives attend annual charity fairs
- Make occasional simple edits to Komen Missouri website to ensure fresh content and up-to-date information
- Oversee and ensure implementation and timely reporting required to receive payouts from National cause marketing partnerships (e.g. Simon and Wacoal)

### **GRANTS/MISSION SUPPORT**

- Handle administrative aspects of entire grants process: prepare Request For Applications; select reviewer panel; schedule grant review session; prepare grant slate for board approval; prepare grant notifications, contracts and payments; review mid-year and final reports; schedule site visits for ED
- Handle fulfilling requests for representatives to appear at health fairs and community events throughout the year
- Occasionally represent the organization at community events as needed

### **Position Qualifications and Expectations:**

- Passion for the mission of Susan G. Komen and a desire to help achieve the vision of a world without breast cancer.
- A willingness and ability to represent the Affiliate in a positive manner, including consistently demonstrating warmth, respect and gratitude to all who show interest in supporting the organization with their time, talents and/or treasure.
- High level of professionalism, a strong work ethic. Must be a proactive self-starter with the ability to work and achieve goals with a minimum of daily oversight.
- Ability to think creatively and to feel comfortable taking educated risks and making independent decisions.
- High school diploma required. College degree and/or 2 years administrative, bookkeeping and/or office management experience preferred.
- Strong organizational and time-management skills and strong attention to detail.
- Excellent oral and written communication skills.
- Proven ability to effectively work with a variety of people from diverse backgrounds, experience, knowledge level, cultures, and communication styles.
- Commitment to the team and the mission by attending and actively participating in all Komen Missouri events (including pre-event prep/setup and post-event cleanup).
- At least intermediate-level computer skills with experience in Microsoft Office Suite, e-mail management, content management systems (Blackbaud/Convio), social media platforms and Adobe Design Suite preferred.
- Ability to work a flexible schedule, including some nights and weekends as needed.
- Ability to lift and move supplies/material up to 20 pounds.

### **Application Information:**

Interested candidates should send a cover letter and resume to [info@komenmissouri.org](mailto:info@komenmissouri.org). No phone calls, please.