



Where the end of breast cancer begins.™

Susan G. Komen Missouri - Development Coordinator 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 cancer research.

Position Overview:

Komen Missouri has an opening in its St. Louis office for a Development Coordinator. A key member of the Susan G. Komen Missouri affiliate team, the Development Coordinator is responsible for performing a variety of activities designed to support the organization's success. Working in partnership with the Executive Director, other staff members, board members, volunteers and student interns, the Development Coordinator will work on key fundraising and mission delivery initiatives, build organizational capacity and ensure effective and efficient operations. Hours for this role are negotiable between 30 and 40 hours per week, depending on the needs of our ideal candidate. Salary and benefits will vary based on number of hours per week.

Reports To: Executive Director

Position Type: Full-time (between 30 and 40 hours per week), Salaried

Salary: Determined based on qualifications/experience

Primary Responsibilities:

FUNDRAISING SUPPORT/CAPACITY BUILDING

- 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
- Work with a small portfolio of team captains for the MORE THAN PINK Walk to support their efforts to grow their teams and raise funds for the organization.
- Collaborate with the marketing intern and Board's fundraising committee to develop and grow a new monthly giving program.
- Coordinate the internship selection process three times per year (spring, summer, fall): revise job descriptions as necessary, post descriptions on Komen Missouri website, share job descriptions with contacts at area colleges and universities, respond to inquiries, review resumes, coordinate interviews
- Establish and follow plan to steward past years' third-party fundraisers and outreach to encourage continued support of the organization

- Regularly and proactively monitor general content on Komen Missouri website and make updates as necessary to keep content fresh
- 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: update Request For Applications; select and train reviewer panel; coordinate grant reviews; prepare grant slate for board approval; manage grantee notifications, contracts and payments; approve mid-year and final reports; schedule site visits for ED
- Occasionally represent the organization at community events as needed.

OPERATIONAL/ADMINISTRATIVE SUPPORT

- Answer office phone, open incoming mail and regularly monitor info@KomenMissouri.org e-mail address
- Record all donations (cash and in-kind) in the donor database and process thank you letters and memorial/honor acknowledgements and process matching funds requests
- 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 attending annual charity fairs to represent the organization
- Submit documentation as required to Komen Headquarters, including post-Walk reports, board meeting minutes, etc.
- Troubleshoot problems with phones, IT and office equipment and order office supplies

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.
- Bachelor's Degree plus 2-3 years experience in a non-profit work setting 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 Word, Excel and Outlook; customer relations management software (e.g. Salesforce, Raiser's Edge); website content and e-mail management systems (e.g. Wordpress); and social media platforms preferred.
- Ability to work a flexible schedule, including some nights and weekends as needed.

- Ability to lift and move supplies/material up to 40 pounds.

Application Information:

Interested candidates should send a cover letter and resume to info@komenmissouri.org by January 3 for top consideration. No phone calls, please.