



## Job Description for Development Coordinator

**REPORTS TO:** Executive Director

**CLASSIFICATION:** Exempt, regular full-time

**SUMMARY:** Responsible for the revenue goals of the Affiliate in order to fulfill our mission of ending breast cancer and the suffering it causes forever. Requires an ability to build strong relationships with organizations, volunteers, colleagues, and others in the community; to secure financial support from individuals, foundations, and corporations using a donor-centered approach; to lead and work with volunteers in the execution and financial success of complex fundraising events; and to support and advocate for the mission of the Affiliate.

### JOB DESCRIPTION

#### Leadership

- ⌘ Lead and manage all revenue-generating committees by securing and working with the chair to enlist committee members, ensure the function and goals of the committee are met, and maintain a positive and productive work environment.
- ⌘ Take ownership of fundraising goals by working proactively to meet them and collaborating with the Executive Director for appropriate guidance.

#### Development/Fundraising

- ⌘ Develop (in collaboration with the Executive Director) a comprehensive fundraising plan, including strategies and tactics, to ensure the Affiliate meets its mission and financial obligations.
- ⌘ Identify and present new ideas to diversify Affiliate revenue.
- ⌘ Play a significant role in the creation and implementation of donor identification, cultivation, solicitation, and stewardship strategies.
- ⌘ Secure financial support from individuals, businesses, corporations, and foundations.
- ⌘ Track touches, donations, details, and contact information of donors, fundraisers, supporters, community partners, and others key to the Affiliate's success.
- ⌘ Solicit and negotiate third-party and special-event contracts, ensuring compliance with Komen Headquarters' guidelines and applicable laws; and manage and execute those events as appropriate.
- ⌘ Manage and expand Affiliate's involvement in and revenue from Komen National Programs.
- ⌘ Represent the Affiliate at all fundraising-related events and meetings.
- ⌘ Serve as the point person for prospective and current donor questions, needs, and concerns, as well as for all fundraising event inquiries.
- ⌘ Develop collaborative partnerships and projects with other community providers.

#### Event and Project Details

- ⌘ Coordinate all aspects of each event, including preparing and maintaining timelines, monitoring expenses, and ensuring financial goals are met.
- ⌘ Remain apprised of all details of the event, including chair, committee, and administrative activity.

- ⌘ Attend all appropriate meetings.
- ⌘ In collaboration with the Executive Director, marketing/advertising firm, and/or volunteer, help publicize events and fundraising initiatives through the Affiliate website, social media, community calendars, e-blasts, media opportunities, and collateral, ensuring all efforts adhere to Komen Branding Guidelines.
- ⌘ Manage Convio database system related to Race for the Cure, including participant records, Race website, and fundraising outcomes.
- ⌘ Manage and/or coordinate volunteers for revenue-generating events.

#### **Mission**

- ⌘ Be prepared to educate about the Affiliate's mission, vision, and work during all interactions.
- ⌘ Incorporate breast health and breast cancer education and awareness into all Komen events.

#### **Administrative/Other**

- ⌘ Create (in collaboration with the Executive Director) a budget for each fundraising initiative.
- ⌘ Track and code expenses.
- ⌘ Maintain computer and paper files according to the organizational scheme.
- ⌘ Support Executive Director on other Affiliate projects and duties as requested.

#### **QUALIFICATIONS**

- ⌘ Bachelor's degree strongly preferred.
- ⌘ Event management and/or development experience strongly preferred.

#### **ESSENTIAL SKILLS**

- ⌘ Strong organizational skills to plan, organize, and implement fundraising events and programs with thoroughness, timeliness, and detail when working under pressure.
- ⌘ Strong computer skills, with proficiency in Microsoft Office (Word, Excel, Outlook) and comfort learning and using electronic database systems.
- ⌘ Excellent interpersonal and written and oral communication skills, with the ability to speak in a variety of environments and interact with a variety of communities and individuals comfortably and effectively.
- ⌘ Ability to establish priorities quickly, meet deadlines, handle multiple demands, and adapt to changing priorities.
- ⌘ Proven leadership skills and professionalism with a high level of integrity that garners the trust and respect of others.

#### **REQUIREMENTS**

- ⌘ Occasional travel to conferences and training.
- ⌘ Some evening and weekend work.
- ⌘ Ability to lift at least 25 pounds, set up and staff vendor booth, and work outdoors in a variety of weather conditions.
- ⌘ Work well in a fast-paced environment and under pressure.
- ⌘ Access to transportation, a valid driver's license, and car insurance.

Other duties may be assigned, and this job description may change at any time and for any or no reason.

Please submit resume and application by email to [jana@komenlubbock.org](mailto:jana@komenlubbock.org), by fax to (806) 445-0592, or by mail to Komen Lubbock Area, 1655 Main Street #203, Lubbock, TX 79401.