

BREAST CANCER COALITION OF ROCHESTER

Job Description

JOB TITLE: Development Associate- Secondary

REPORTS TO: Executive Director & Senior Development Associate

CONSULTS WITH: Development & Special Events staff, Executive Director, Select Board Members, Fundraising Chairs, Staff

SUPERVISES: Interns & Volunteers

SUMMARY: In a small and evolving organization such as the Breast Cancer Coalition, it is important to make clear that we all participate in the tasks that need to be done. **At times our responsibilities not only overlap, but also each of us must have the knowledge and the willingness to pick up responsibilities for each other.** Therefore, there are areas that are not listed in this job description that may require that the person in this position be involved in limited ways. The person in this position will also arrange for coverage of duties during times of planned absence (vacation, days off, etc.). All staff members will reflect the Coalition's philosophy and values in all job-related activities. All staff members are expected to demonstrate commitment to the Coalition's mission and goals.

GENERAL SCOPE: Perform specific Special Events functions under the direction of the Senior Development Associate. These include but are not limited to Pink Ribbon Walk & Run on Mother's Day, Tee'd-Off at Breast Cancer Golf Tournament, and ARTrageous Affair. Assist with other development goals as needed.

ESSENTIAL FUNCTIONS:

All of the following are performed in collaboration with our Senior Development Associate:

Special Events

- Attend all Coalition fundraising planning meetings and events
 - Pink Ribbon Run & Family Fitness Walk (Mother's Day am)
 - Teed-off at Breast Cancer Golf Tournament (Summer)
 - ARTrageous Affair (September or October)
- Attend all other Coalition events and assist where needed
 - Volunteer Celebration (March)
 - Legislative Reception (August)
 - Advanced Breast Cancer Seminar (March or April)
 - Holiday Open House (1st Thursday after Thanksgiving)
- Assist in the cultivation of volunteers to serve as Chair(s) or committee members on fundraising planning committees
- Assist in the motivation of volunteers
- Schedule meetings, compile committee rosters, track attendance
- Distribute meeting agendas and record/distribute meeting minutes
- Ensure obligations to sponsors and donors are met in timely manner
- Ensure scheduling, fee collection, data gathering, record-keeping, and gift acknowledgement are done in timely and accurate manner
- Assist with the solicitation and collection of prizes and auction items

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- Prepare donated items for events
- Work closely with Communications staff to coordinate design, printing and distribution of event brochures, posters, invitations, flyers, website/social media updates and mailings, and are done in a coordinated timely manner
- Draft, distribute and follow-up on press releases
- Coordinate Artist and Afterglow receptions/celebrations
- Coordinate sponsor thank you plaques/gifts and deliver these in a timely manner
- Exercise discretion and confidentiality regarding donor gifts
- Provide accurate list of sponsors/donors to Communications staff for newsletter

General

- Manage donor software (DonorPro and auction software), oversee data entry, plan and distribute e-mail, social media, and other alerts and notifications
- Work closely with Senior Development Associate and Office Manager to ensure donor/funder database records are accurate and up to date, including giving history and action items
- Submit monthly report to Senior Development Associate
- Provide exceptional customer service in interacting with sponsors/grantors/individual donors, staff, Board and committee members, volunteers and the general public
- Assist with donor communications, including direct mail and e-mail
- Assist Senior Development Associate with other Development duties as assigned

EXPERIENCE:

- 3-5 years experience in development, especially special events
- Excellent oral and written communication skills required.
- Dedicated team player with demonstrated ability to work independently, provide direction to projects, and handle stress.
- Verified ability to motivate staff and leadership volunteers to reach development goals.
- Demonstrated time management and organizational skills.
- Knowledge of DonorPro, Microsoft Office and Excel

EDUCATION:

- Bachelor's degree or equivalent combination of education and experience

RELATIONSHIPS:

- Works closely with Senior Development Associate
- Directs participation of key volunteers, including appropriate Board members, in fundraising
- Relates to general public, donors and vendors

PHYSICAL AND MENTAL DEMANDS

- Requires judgment, integrity and tact
- Must demonstrate initiative and excellent interpersonal skills

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- Must be adherent to detail
- Must be flexible and well organized, a creative problem solver, and politically savvy
- Must be able to oversee and coordinate several projects simultaneously and meet numerous deadlines
- Must have ability to work independently and maintain professional work style
- Must be able to endure long periods of sitting, using a phone and computer
- Must be able to lift, carry, push or pull 25+ pounds
- Will be exposed to heat during outdoor special events
- The Coalition is a scent-free environment
- The Coalition adheres to Association of Fundraising Professionals (AFP) Ethical Principles & Standards

OTHER

- Advancement potential for highly motivated individual
- Periodic evenings and occasional weekends are required
- Forty (40) hours per week
- Salary range \$34-38K, based on qualifications and experience
- Benefits include:
 - Vacation and sick days
 - 50% of health if obtained through the Coalition's plan with Rochester Business Alliance
 - AFP membership
 - Option to participate in 403(b) retirement plan

TO APPLY

- **The following documents are REQUIRED:**
 - **Cover letter**
 - **Resume**
 - **Interviewees will be asked to provide three references that will be able to attest to your work-related skills and abilities**
- **Email to employment@bccr.org (NO walk-ins or phone calls, PLEASE.)**