

# BREAST CANCER COALITION OF ROCHESTER

## Job Description

**JOB TITLE:** Special Events Assistant

**REPORTS TO:** Special Events Director

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

**SUPERVISES:** 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 Special Events Director. Assist with other development goals as needed.

### ESSENTIAL FUNCTIONS:

**All of the following are performed in collaboration with the Special Events Director:**

#### Special Events

- Attend all Coalition fundraising planning meetings and events
- Assist in the cultivation of volunteers to serve as Chair(s) or committee members on fundraising planning committees
- Schedule meetings, compile committee rosters, track attendance
- Distribute meeting agendas and record/distribute meeting minutes
- Ensure 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
- Document, catalog and acknowledge auction items within auction software
- Prepare donated items for events (photograph or physical display)
- Work closely with Special Events Director and Communications staff to assist with distribution of event brochures, posters, invitations, flyers, website updates and mailings in a coordinated timely manner
- Create and maintain a social media/email blast schedule for event-specific content in coordination with Communications staff
- Compile price comparison of potential vendors
- Coordinate Afterglow receptions/celebrations
- Participate in planned stewardship initiatives

#### General

- Work closely with Special Event Director and Director of Operations to ensure donor/funder database records are accurate and up to date, including giving history and action items

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- Prep for weekly check-in with Special Events Director
- 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 Special Event Director with other development duties as assigned

#### **EXPERIENCE:**

- 1-2 years experience in nonprofit 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.
- Working knowledge of Google and Microsoft programs required
- Knowledge of social platforms: Facebook, Instagram, Twitter, YouTube and LinkedIn preferred
- Knowledge of SalsaCRM and GiveSmart a plus

#### **EDUCATION:**

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

#### **RELATIONSHIPS:**

- Works closely with Special Events Director
- Directs participation of key volunteers, including appropriate Board members, in fundraising
- Works closely with Director of Operations and other development team members
- Relates to general public, donors and vendors

#### **PHYSICAL AND MENTAL DEMANDS**

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

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- Periodic evenings and occasional weekend work required
- Twenty-four (24) hours per week; specific days/times to be mutually agreed upon with Special Events Director
- Salary based on qualifications and experience
- Benefits include:
  - Vacation and sick/medical days
  - 70% of health insurance, if obtained through one of the Coalition's plans
  - Option to participate in 403(b) retirement plan