



## Job Description

### **JOB TITLE: Special Events Assistant**

**REPORTS TO:** Director of Special Events

**CONSULTS WITH:** Executive Director, Director of Special Events, 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 Director of Special Events. Assist with other development goals as needed.

### **Essential Functions:**

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

#### **Special Events:**

- Attend all Coalition Special Events Planning Committee 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 Director of Special Events and Communications staff to assist with distribution of event brochures, posters, invitations, flyers, website updates and mailings in a coordinated timely manner

# Breast Cancer Coalition

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- 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 Events Director and Office Manager to ensure donor/funder database records are accurate and up to date, including giving history and action items
- Prep for weekly check-in with Special Events Director

### **Job Description:**

- Provide exceptional customer service in interacting with sponsors/grantors/individual donors, staff, committee members, volunteers and the general public
- Assist with donor communications, including direct mail and e-mail
- Assist Director of Special Events with other development duties as assigned

### **Experience:**

- 1-2 years' experience in nonprofit development, preferably 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 Workspace and Microsoft programs required
- Knowledge of social platforms: Facebook, Instagram, Twitter, YouTube and LinkedIn preferred
- Knowledge of Salsa CRM Database and GiveSmart Fundraising Platform a plus

### **Education:**

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

### **Relationships:**

- Works closely with Director of Special Events
- Directs participation of key volunteers in fundraising
- Relates to general public, donors and vendors

**Breast Cancer Coalition**  
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**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:**

- Periodic evenings and occasional weekend work required
- Twenty-four (24) hours per week; specific days/times to be mutually agreed upon with Director of Special Events
- Hourly/Salary \$21.00 - \$23.00, based on experience

**Benefits include:**

- Vacation and sick/medical days (optional)
- 70% of health insurance, if obtained through one of the Coalition's plans
- Simple IRA retirement plan with 3% Coalition match

**CONTACT:**

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**PLEASE NOTE: NO PHONE CALLS NO WALK-INS**