JOB DESCRIPTION

Title: Development Manager, Milwaukee
Reports To: Executive Director
Location: Milwaukee, WI
Employment Status: Full-Time
FLSA Code: Exempt

Position Summary
This position will lead the strategy, development, and execution of the marketing and communications programs for Komen Wisconsin. This position requires excellent communication and design skills along with an ability to build robust relationships with media partners. The ideal candidate will have a proven track record of executing communication and marketing plans, and is expected to exercise discretion and independent judgment on matters of significance to the operations of the Affiliate.

The Development Manager serves as support to the Executive Director for the organization, planning, development and implementation of fundraising events for the Affiliate. The Komen Wisconsin office is small and friendly, with a flexible work environment. This position requires an ability to build strong relationships with participants, vendors, volunteers and colleagues. This individual is committed to the Susan G. Komen mission and will be instrumental in growing participation and revenue for special events in the Milwaukee area.

Duties and Responsibilities
- Project manage assigned event schedules for events such as the Southeast Wisconsin More Than Pink Walk, Gala, BigWigs.
- Manage logistics of Affiliate events as assigned.
- Acquire and retain “friends & family” teams to grow and enhance teams program for assigned special events.
- Develop meaningful relationships with team captains to encourage and assist in team fundraising success.
- Develop and execute fundraising/recruitment challenges for assigned events.
- Pull and analyze fundraising and registration reports to ensure benchmarks are being met.
- Oversee distribution of all event collateral material in collaboration with the event committee.
- Serve as first point of contact for all Milwaukee area event-related questions.
- Monitors financial expenditures and progress against budget and takes appropriate measures to meet top line and bottom line goals ensuring a high ROI in meeting revenue targets.
- Engages, recruits, trains and manages relationships with community volunteers to ensure successful events execution.
- Comply with Komen HQ’s standards and practices, the Walk Agreement, Affiliate policies, contract expectations and procedures for soliciting vendor bids.
- Other Development Department needs as assigned by the Executive Director.

Position Qualifications
- Bachelor's degree required.
- Three to five years of event management in a non-profit.
- Strong project management, prioritization and multi-tasking skills.
- Proven track record in achieving event logistics and fundraising goals.
- Proven ability to represent organizations to business and community leaders in an exemplary, professional manner.
- Strong verbal and written communication skills.
- Detail oriented with the ability to be successful in a fast-paced environment, meet deadlines, and establish priorities.
- Excellent interpersonal skills with ability to work effectively with all levels of an organization.
- Strong proficiency in Microsoft Office.
- Experience working with organization systems (Convio, Salesforce) a plus.

Milwaukee area travel, evening and weekend work does occur at certain times in the year.

This is a full-time, non-exempt position based in Milwaukee, Wisconsin. To apply, please send an email to nikki@komenwisconsin.org with cover letter and resume. APPLICATIONS THAT DO NOT INCLUDE A COVER LETTER WILL NOT BE CONSIDERED.
About Susan G. Komen
Susan G. Komen® is the world’s leading nonprofit breast cancer organization, working to save lives and end breast cancer forever. Komen has an unmatched, comprehensive 360-degree approach to fighting this disease across all fronts and supporting millions of people in the U.S. and in countries worldwide. We advocate for patients, drive research breakthroughs, improve access to high-quality care, offer direct patient support and empower people with trustworthy information. Born out of a promise between two sisters, Susan G. Komen remains committed to supporting those affected by breast cancer today, while tirelessly searching for tomorrow’s cures.

About Komen Wisconsin
Komen Wisconsin is helping fuel research, advocate for patients and support people facing breast cancer locally through a variety of direct patient-centered services and by collaborating with area providers to remove barriers and connect people to needed care across Wisconsin.