



## JOB DESCRIPTION

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<b>Title:</b>	DEVELOPMENT ASSISTANT
<b>Reports To:</b>	Director of Development, Special Events
<b>Location:</b>	Madison, WI
<b>Employment Status:</b>	Part-time (24 hours a week)
<b>FLSA Code:</b>	Exempt

### Position Summary

**Susan G. Komen Wisconsin has an opening in its Madison office for a Development Assistant. The Development Assistant is a key member of the Komen Wisconsin team, responsible for performing a variety of activities designed to ensure effective and efficient operations and support key fundraising and mission delivery initiatives. Working in partnership with the Director of Development, Special Events, other staff members, board members and volunteers, the Development Assistant will support the success of the organization's mission.**

### Duties and Responsibilities

#### OPERATIONAL/ADMINISTRATIVE SUPPORT

- Answer office phone and open incoming mail in the Madison office
- Troubleshoot problems with phones, IT and office equipment and order office supplies
- Submit documentation as required to Komen Headquarters, including post-Walk reports, board meeting minutes, etc.

#### FUNDRAISING SUPPORT

- Oversee the MORE THAN PINK Walk registration site and work to ensure ongoing accuracy within the systems; work in close contact with other development, financial and administrative staff to achieve this objective.
- Manage logistics (site, equipment rental, etc.) of Affiliate events (MORE THAN PINK Walks in Madison and Milwaukee; Milwaukee Gala).
- Pull and analyze fundraising and registration reports and update the Fundraising Communication Plans for Milwaukee and Madison Walks.
- 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.
- Comply with Komen HQ's standards and practices, the Walk Agreement, Affiliate policies, contract expectations and procedures for soliciting vendor bids.
- Assists in the recruitment, training and management of event volunteers to ensure successful events execution.
- Serve as first point of contact for all registration questions for Walks.
- Other event needs as assigned by the Director of Development, Special Events.
- Administer the sponsorship confirmation process for all affiliate events and third-party events including drafting and sending letters of agreement/contracts and setup forms, return of agreements/contracts and setup forms, sending pre-event reminders and confirmations, receiving and acknowledging payment of funds

- Assist with meeting and event preparation as requested including but not limited to arranging for food/beverage, assembling mailing lists, tracking event RSVPs, printing registration lists, nametags, and signs; and assembling/packing event-related material
- Oversee and ensure implementation and timely reporting required to receive payouts from National cause marketing partnerships (e.g. Simon and Wacoal)

### **Position Qualifications**

- Passion for the mission of Susan G. Komen and a desire to help achieve the vision of a world without breast cancer.
- A willingness and ability to represent the Affiliate in a positive manner, including consistently demonstrating warmth, respect and gratitude to all who show interest in supporting the organization with their time, talents and/or treasure.
- High level of professionalism, a strong work ethic. Must be a proactive self-starter with the ability to work and achieve goals with a minimum of daily oversight.
- Ability to think creatively and to feel comfortable taking educated risks and making independent decisions.
- High school diploma required. College degree and/or 2 years administrative, bookkeeping and/or office management experience preferred.
- Strong organizational and time-management skills and strong attention to detail.
- Excellent oral and written communication skills.
- Proven ability to effectively work with a variety of people from diverse backgrounds, experience, knowledge level, cultures, and communication styles.
- Commitment to the team and the mission by attending and actively participating in all Komen Wisconsin events (including pre-event prep/setup and post-event cleanup).
- At least intermediate-level computer skills with experience in Microsoft Office Suite, e-mail management, content management systems (Blackbaud/Convio), social media platforms and Adobe Design Suite preferred.
- Ability to work a flexible schedule, including some nights and weekends as needed.
- Ability to lift and move supplies/material up to 20 pounds.

To apply, please send an email with cover letter and resume to [Nikki@KomenWisconsin.org](mailto:Nikki@KomenWisconsin.org).  
**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. Through events like the Komen Wisconsin MORE THAN PINK Walks, Komen Wisconsin has invested \$16 million in community breast health programs and has contributed more than \$8 million to groundbreaking breast cancer research.