



## DEVELOPMENT COORDINATOR

### JOB DESCRIPTION

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The Development Coordinator (DC) is responsible for coordinating, organizing, planning and executing a myriad of fundraising, development and volunteer programs activities for the Affiliate. This includes, but is not limited to, Affiliate events including the Chicago and Lombard Race for the Cure, Team Komen events including Marathon for the Cure and other endurance events, Cause Related Marketing programs, National programs and 3<sup>rd</sup> Party Fundraisers. In addition, the DC is responsible for managing the Volunteer and Intern programs for the affiliate.

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**Employment Status:** Exempt

**Salary & Benefits:** Commensurate of Skills/Experience

#### Primary Responsibilities:

- Manage all aspects of headquarters Cause Related Marketing programs by complying with all fulfillment requirements which includes marketing, coordinating and executing each program, as well as submitting all required documents in a timely fashion.
- Assist with Race for the Cure event fulfillment, committee activation and coordination, and overall logistics.
- Manage day-to-day coordination of TEAM KOMEN programs including, but not limited to, Marathon for the Cure, Shamrock Shuffle and other endurance events. Concentrating on donor stewardship of TEAM KOMEN members and overall program logistics, as well as managing TEAM KOMEN volunteer committee members.
- Serve as National Liaison and local contact for National Signature Events (Passionately Pink and Rally for the Cure) in order to expand reach and increase revenue year over year.
- Assist in managing select 3rd party fundraising events which may include fulfillment, coordination and marketing.
- Assist in coordinating the annual Hope Impact Awards and other affiliate events as needed.
- Manage and coordinate all aspects of the Affiliate volunteer program including, but not limited to, recruitment, training, on-boarding, recognition, data management in Volunteer Impact database and on-going and regular communications through volunteer E-Newsletters in Convio.
- Manage all Race for the Cure committee recruitment and on-boarding. Assist in coordinating Race for the Cure committee fulfillment with oversight over specific sub committees (i.e. Volunteers, Operations, etc).
- Ensure volunteers are recruited and placed for the successful execution of all Signature events (pre, during and post event), annual peer grant reviewer panel and year-round education requests (i.e. health fairs and speaker requests).
- Oversee all aspects of the unpaid Intern Program that brings valuable resources to the Affiliate on a regular basis. Recruit, interview, place and evaluate Interns. Work with staff to assure specific training needs are addressed. Ensure proper processing for educational credit and referral letters post internship. Develop key relationship with educational institutions and communities to ensure a consistent influx of interns into the Affiliate. Personally oversee and supervise multiple interns per semester (as needed).
- Assist with creating and monitoring relevant program budgets to ensure income is as at, or above, projections and expenses are at, or below, projected expenditures.
- Serve as Komen Chicago Spokesperson at events, employee giving kick-offs and/or mission related events.
- Participate in and attend all Komen Chicago Signature events; offer support commensurate with position.
- Other duties as assigned.

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**Position Qualifications:**

- Bachelor's degree or equivalent work experience.
- Minimum of two years experience in fund development, special event management and/or volunteer program management.
- Excellent communication skills – written, verbal and presentation.
- Technologically savvy; experience with Convio, Volunteer Impact and/or Salesforce Database a plus.
- Ability to work well with a diverse population.
- A high degree of integrity that garners the trust and respect of others.
- A record of planning and supporting growth.
- A professional acumen to be able to meet deadlines and establish priorities.
- Organizational skills with thoroughness, timeliness and attention to detail particularly when working under pressure.
- Ability to accept changes in a fast passed environment.
- Proficiency in Microsoft Office Suite.

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**Additional Requirements:**

- Travel outside of the office required.
- Evening and weekend work required.
- Ability to lift 15 pounds.

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**Internal & External Contacts:**

- Affiliate Board of Directors
- Affiliate Staff
- Komen HQ Staff
- General Public
- Volunteers
- Donors
- Survivors

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**To Apply:**

Email cover letter, resume, salary requirements and references to: [careers@komenchicago.org](mailto:careers@komenchicago.org)  
(In the subject line of the email please use "Development Coordinator" and your full name.)

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