



Title: **Development Coordinator**
Reports to: Events and Fundraising Manager
Classification: Full time, non-exempt

Overview of Organization

In 1982, Susan G. Komen for the Cure® launched the global breast cancer movement. Today, Susan G. Komen is the boldest community organization fueling the best science and making the biggest impact in the fight against breast cancer. We have invested \$2.9 billion to fulfill our promise, working to end breast cancer in the U.S. and throughout the world through groundbreaking research, community health outreach, advocacy and programs in more than 50 countries. It is the largest nonprofit funder of breast cancer research outside of the U.S. government.

Susan G. Komen Oregon and SW Washington® is an innovative, highly recognized affiliate of the whole organization, having invested nearly \$32 million in education, local screening, survivor/fighter support services, advocacy for sound public policy, and breast cancer research conducted at Oregon Health & Sciences University Knight Cancer Institute, Providence Cancer Institute.

Function

High-energy individual with an entrepreneurial spirit to help drive our Development department efforts that fulfill the Komen mission, build important relationships and raise critical funds through special events, programs and projects.

Mission

Save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer. Our goal is to reduce the current number of breast cancer deaths by 50% in the U.S. by 2026.

Job Description

- Provides administrative support with planning, coordination and implementation of all fundraising efforts, including direct mail, annual campaigns, special events, grants and other matching gifts.
- Processes all donations and prepares customized acknowledgment letters and receipts.
- Maintains and updates donor database of records; tracks contributions and donor activity; maintains accurate mailing lists; manages files to ensure records are updated and accessible.
- Generates fundraising and statistical reports to help develop and achieve fundraising strategies - accounting support to the department, including tracking pledges and issuing invoices, and budgets.

- Manages Third Party Fundraising Events - steward current relationships; develop new partnerships, and return lapsed partnerships; and, maintains Third Party page on Komen's website and social media posts.
- Supports Event Manager with volunteer recruitment and planning for office and events.
- Be available for all Komen major events, and performs miscellaneous job-related duties as assigned.

Qualifications

- College degree or fundraising/event support experience required. At least one (1) year of progressive experience directly related in a non-profit setting.
- Excellent computer skills including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook) and databases (Salesforce and Convio).
- Demonstrated skills: independent judgment, decision-making, problem solving and creative thinking, maintaining confidential records and information.
- Outstanding organization, time management and planning skills; ability to prioritize multiple tasks and meet deadlines.
- Keen attention to detail, ability to work effectively on multiple projects simultaneously.
- Ability to interact and communicate effectively, both orally and in writing with donors, staff, volunteers and the general public.
- Ability to lift 40-lb box on occasion.
- Ability to travel (up to 15%), and access to a reliable vehicle.

Compensation

Full time, exempt position includes a generous benefits package with employer-paid health plan and a generous vacation and health leave benefits. The starting salary range is \$38,000 - \$42,000.

To Apply

Komen Oregon is an EEO/AA/ADA employer committed to diversity and inclusion. All interested candidates must apply electronically by emailing a cover letter, resume and references to amiller@komenoregon.org with "Development Coordinator" in the subject line.