



Development Coordinator, Special Events

Susan G. Komen® is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Our mission is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer. Experts estimate that as many as one-third of women dying of breast cancer today could be saved without a single new medical breakthrough. That's why we take a two-pronged approach: first, ensuring that all people have access to, and receive, timely, high-quality breast cancer care. And second, funding the research that will drive new treatments, and ultimately, the cures.

Susan G. Komen New England is a recent merger between the former Southern New England and Vermont-New Hampshire Komen Affiliates, serving Connecticut, Massachusetts, New Hampshire, Rhode Island and Vermont. The Affiliate has invested nearly \$29 million in organizations providing breast health services to uninsured and underinsured residents since 1993. The Affiliate has also contributed more than \$8 million to support breast cancer research.

The Development Coordinator, Special Events serves as support to the Vice President of Development, Special Events for the organization, planning, development and implementation of fundraising events for the Affiliate.

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 across the Affiliate area.

Duties and Responsibilities

- Project manage assigned event schedules for events such as Races, Rides, Pink Tie Guys, and Catwalk.
- Manage logistics of Affiliate events as assigned.
- Build and maintain Do It Yourself database.
- 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 event-related questions.
- Coordinate appropriate activities with the volunteer event Chair(s) as well as various committee and community leaders to ensure effective operations, logistics, vendor relations and volunteer support.
- Comply with Komen HQ's standards and practices, the Race Agreement, Affiliate policies, contract expectations and procedures for soliciting vendor bids.
- Other Development Department needs as assigned by the VP Development, Special Events.

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 logistic, participation 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.

Regional travel, evening and weekend work required.

This is a full-time, non-exempt position based in Newton, Massachusetts. To apply, please send an email with cover letter and resume to careers@KomenNewEngland.org.