



Maryland Affiliate
200 East Joppa Road, Suite 407 Towson, Maryland 21286
410-938-8990 www.komenmd.org

Maryland Affiliate Susan G. Komen for the Cure® Development Coordinator Job Description

Overview

This position will support the Development Director and work as an active member of the Development Team in achieving the Komen Promise of ending breast cancer forever by raising funds and managing data to support the mission of the affiliate.

Job Description

Development Efforts

- Provide staff support and coordination for race and non-race fundraising to include:
 - Race sponsorship communication, fulfillment, and process management
 - Donor cultivation events
 - 3rd party events
 - Workplace giving campaigns
 - National Sponsors and Corporate Partners
- Data management
 - Tracks, acknowledges and reports contributions received; manages fund and/or donor management.
 - Prepares correspondence such as donation requests and acknowledgement letters; prepares workplace giving applications, grant applications, generates, maintains, and reports on donation records.

Core Competencies

- Demonstrate creativity, flexibility and resilience
- Demonstrate advanced organizational skills with attention to detail
- Promote being a partner in the community; support activities and initiatives that benefit both the organization and the community
- Act as a catalyst for bringing people together in support of the cause

Job Qualifications

- College degree in related field preferred
- Preferred 1-2 years experience in a non-profit environment
- Ability to prioritize, problem solve and multi-task under deadlines and pressure
- Excellent writing, communication and IPR skills
- Ability to function autonomously and productively
- Computer fluency to include Kintera or other data management programs, Microsoft Office Suite, publishing programs and information technology

Work Environment

We are a small staff working together to accomplish measurable outcomes within a supportive atmosphere. The office is located in the heart of Towson with ample, free parking. Job responsibilities require evening and weekend participation. This position reports to the Development Director. This is a full time, non-exempt position offering generous benefits and compensation.

Please submit resume and cover letter to Development Director at devdir@komenmd.org.
No phone calls please.

The greatest risk factors for
breast cancer are being female
and growing older.