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**JOB DESCRIPTION**

**Title:**  Development Coordinator, Special Events

**Reports To:**  Executive Director

**Location:** Madison, Wisconsin

**Employment Status:**  Full-Time

**FLSA Code:** Exempt

**Salary & Benefits:**  Competitive Salary

**Position Summary**

**The Special Events Coordinator leads the planning, development and implementation of fundraising events for the Affiliate in the Madison area.**

**This position requires an ability to build strong relationships with event 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 Madison affiliate area.**

**Duties and Responsibilities**

* Project management of assigned Race, BigWigs and Football 101
* Manage logistics of affiliate events as assigned by Executive Director
* Maintain and build Do It Yourself database
* Acquisition and retention of 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
* Development and execution of fundraising/recruitment challenges for various events
* Oversee distribution of all Race collateral material in collaboration with the Race committee
* First point of contact for all event related questions
* Coordinate appropriate activities for events to ensure operations, logistics, vendor relations and volunteer support resulting in positive outcomes
* Comply with Komen HQ’s standards and practices, the Race Agreement, Affiliate Policies, contract expectations and procedures for soliciting vendor bids

**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 organization 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, meeting deadlines, and establishing 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.

**Physical Requirements**

* Sitting, standing, bending, stooping, walking
* Repetitive hand motion (such as typing)
* Hearing, listening, seeing, talking, reading
* Lifting up to 40 pounds

**Work Environment**

* Office environment – employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
* Travel: required 2-3 times per month or more depending on time of year
* Work hours: some evening and weekend work

**Internal and External Contacts**

Affiliate Board of Directors

Affiliate Staff

Komen Headquarters Staff

General Public

Volunteers

Survivors

Health Care / Community Health Professionals

Donors, Potential Donors

Public Policy Makers

Grantees

Vendors

**For consideration, send a cover letter and resume to:**

Nikki Panico, Executive Director

Nikki@KomenWisconsin.org

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.