



Dallas County Affiliate of Susan G. Komen®

Position Title: Development Associate

Reports To: Development Manager

Classification: Full time, Exempt

Overview

The Development Associate is responsible for creating and implementing fundraising strategies to increase the Affiliate's mission investment in vital breast health services and research. Building strong relationships with donors, partners, volunteers and Komen colleagues is critical to this role.

Primary Responsibilities

- Manage, cultivate and grow all third-party fundraising programs.
- Manage, cultivate and grow non-event based donations received from online giving and corporate giving programs.
- Manage, cultivate and grow Rally for the Cure (tennis and golf tournament) programs.
- Manage and grow Race for the Cure team and individual fundraising at the direction of the Development Manager.
- Provide secondary support as needed with respect to other fundraising campaigns as determined by agreement of the Development Manager and Executive Director.
- Assist with donor acknowledgment as directed by the Development Manager.
- Assist in the execution of all Affiliate fundraising events, including but not limited to kick-off events, cultivation events, Race for the Cure, Promise Breakfast, and team captain events.
- Assist Development Manager in the preparation and implementation of yearly Development Plan.
- Local (DFW) travel, evening and weekend work required.

Education & Experience

- Bachelor's degree and a minimum of three years of professional non-profit fundraising experience required.
- Proven track record of revenue growth for non-profit. Candidates must provide specific examples identifying strategies utilized and percentage by which revenue increased for an organization.
- Peer to peer fundraising experience, and particularly for walk/race related campaigns, strongly preferred.

Technical Skills

- Strong command of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience working with donor database systems, with strong preference for experience with Salesforce & Convio
- Fluency in English & Spanish preferred, but not required

Other Qualifications

- Strong verbal and written communication
- Strong organizational skills to plan, implement and administer successful fundraising programs & initiatives.
- Ability to effectively prioritize and manage more than one program at a time, with little direction required
- Proactive, detail oriented and the ability to work in a fast paced environment establishing priorities and meeting deadlines.
- Extrovert who is comfortable networking and presenting to audiences of various sizes.

- Comfortable with obtaining training through online seminars and review of handbooks and manuals
- Easily adapts to changing priorities and strategy
- Team player who does not mind pitching in on projects that fall outside of primary responsibilities
- Works well in a collaborative environment and makes efficient use of resources
- Capable of working flexible hours, including evenings and weekends as needed to meet Affiliate needs
- Ability to lift 25 pounds

Benefits

- Health, Dental, Vision
- Short & Long Term Disability
- 401(K)
- Generous Vacation, Personal & Sick Leave Policy
- Business casual work environment

APPLY BY SUBMITTING RESUME TO: KomenDallasHR@komen-dallas.org