



Administrative Development Assistant

General Job Description:

Cattleman's Days Tough Enough To Wear Pink is seeking an individual who can provide comprehensive administrative and development support to the Executive Director.

Duties & Responsibilities:

Assist Executive Director with administrative support and participate in all fundraising activities as needed including marketing, donor relations, communications, special events, database management, volunteer coordination, sponsor management and solicitation.

Office/ General Support:

Oversees all gift processing.

Continually update and correct donor database records.

Process donations and prepare acknowledgment letters in a timely manner to send to donors including tax letters and thank you notes.

Maintain guest lists, ticket sales, sponsorship spreadsheets, volunteer schedules and other duties as assigned for fundraising events.

Assist with planning, strategy and implementations of social media campaigns, mailings and email blasts.

Conducts donor mailings.

General administrative duties including organization and word processing, database management, and general office duties from a remote (cloud-based) setting

Fundraising Support:

Works with Executive Director in soliciting sponsors and in-kind donations for events.

Assist with coordination and planning of special events and event day logistics. Primarily support & “behind the scenes” work.

Prospect and grant research

Works with Executive Director and Board of Directors in developing and maintaining ongoing relationships with donors and sponsors.

Perform additional job responsibilities when required to assist Tough Enough To Wear Pink achieve its overall objectives.

Knowledge, Skills, Abilities:

Excellent verbal and written communication skills and attention to detail.

Strong problem solving and analytical skills.

Ability to organize and prioritize work.

Ability to accurately budget & keep track of time and expenses, and report the same.

Ability to work independently with limited supervision, willing to handle concurrent tasks and make appropriate decisions regarding time management.

Excellent Interpersonal skills to establish, build, and maintain effective working relationships with donors, sponsors, board members, volunteers and colleagues.

Must have use of a personal computer, work space, cell phone, and vehicle.

Ability to work both independently and on a team.

Flexibility to work varied hours including daytime and evening hours around events.

Light physical labor and ability to lift and carry boxes may be necessary to set up and tear down events.

Versatility, flexibility and willingness to work within constantly changing priorities with enthusiasm.

Ability to maintain confidentiality & be willing to sign a non-disclosure agreement.

Professional appearance and demeanor.

Passion, enthusiasm, focus, creativity, and a positive outlook.

Education/ Experience:

BS/BA degree in related field or equivalent.

Proficiency in Microsoft Word, Excel, Power Point and Google.

Experience in social media a plus.

1 to 2 years related experience.

Good understanding of nonprofit organizations and standards of excellence.

The ideal candidate would have an understanding and appreciation of TETWP's mission & goals, and a compassionate attitude for people with breast cancer.

Job Information:

Part Time: 10 to 15 hours per week (schedule will be flexible as needed to complete tasks) Hours will vary throughout the year around TETWP events, with substantial more availability needed in June/July, October & December/January.

Starting Pay \$18.00 - \$20.00 per hour DOQ.

Qualified candidates please send resume and cover letter to tetwpdirector@gmail.com. Deadline for submission February 16, 2018.