



Development and Event Assistant

Job Class: Non-Exempt

Reports To: Executive Director

The Cancer Foundation for New Mexico (CFFNM) is a local, independent, non-profit organization supporting New Mexicans affected by cancer, celebrating its 17th year of operation. Our mission is to help save lives by providing the needed support to enable every northern New Mexican with cancer to access treatment in Santa Fe. For more information about our organization, visit our website: www.cffnm.org.

JOB SUMMARY:

The Development and Event Assistant of the Cancer Foundation for New Mexico works under the direction of the Executive Director and collaboratively with the Development Director, Marketing Manager, and other CFFNM staff and volunteers to plan, implement and provide support to all aspects of development and events work including database management, auction item management, donor communication, marketing, and stewardship for the Cancer Foundation for New Mexico.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Responsible for the organization, documentation and data entry of up to 600 auction items annually.
- Assist in the planning, execution and follow-up of CFFNM events including, the Sweetheart Auction, The Supper Club, the Annual Care Campaign, as well as other donor and stewardship activities.
- Maintain and update the CFFNM donor records database following CFFNM guidelines to include donor contact information and gift history, mailing lists, tracking of donor acknowledgement and recognition, as well as other necessary data for the organization.
- Provides administrative support for campaigns and events as well as a variety of other duties as assigned.
- Work collaboratively with Development Director to prepare support materials for gift proposals, solicitation plans and grant proposals, as well as generate gift acknowledgements, donor and sponsor correspondence.
- Collaborate with the Development Director to identify, cultivate and steward current and new CFFNM donors, as well as other fundraising opportunities.
- Perform research and maintain database records on perspective donors: individuals, businesses and foundations, etc. Produce database record reports for solicitation, evaluation and mailings as requested.

QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE): *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A college degree preferred with 2-4 years of work experience and a record of increasing responsibility.
- Experience with a nonprofit organization and volunteers a plus.
- Evidence of a collegial and collaborative work style and the ability to work as part of a team.
- Superior organizational skills, a high attention to detail and ability to work in a fast-paced environment.
- Ability to prioritize and handle multiple tasks simultaneously and meet deadlines through effective time management.

- Computer literate and technologically proficient in Word, Excel, and database management. Strong ability to learn various software platforms including, Bloomerang, Greater Giving and Wordpress, as well as email marketing and image editing software like Constant Contact and Canva.

NEEDED ATTRIBUTES or CORE COMPETENCIES:

- Strong interpersonal skills.
- Compassionate disposition & understanding of the CFFNM mission.
- Proactive personality with strong analytical and problem-solving abilities.
- Intermediate database experience and social media experience.
- Capacity to learn new software and technologies quickly.
- Positive and collaborative team player who can work independently as necessary.
- Clear and effective written, verbal and phone communication skills.
- Ability to prioritize many different projects and work in a fast-paced environment.

WORKING CONDITIONS AND PHYSICAL EFFORT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job the employee is regularly required to sit, stand, walk, talk, listen, and reach with hands and arms.
- This position requires frequent manual dexterity in combination with eye/hand coordination such as keyboarding, handling of equipment, use of calculator, etc.
- While performing the duties of this job the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.
- The employee must regularly lift and move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually low to moderate.
- The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.
- Travel locally, to Albuquerque and to Northern NM will vary.
- Regular schedule in the CFFNM office Monday through Friday 9am-5pm with some weekend and evening hours required during event production. Some remote work is possible.
- CFFNM maintains a smoke-free and scent-free environment.

The Cancer Foundation for New Mexico’s mission is to help save lives by providing the needed support to enable every northern New Mexican with cancer to access treatment in Santa Fe.

I have read and understand the above job description. I verify that I meet the required qualifications and am able to perform the essential functions and responsibilities of this job description.

Full Name (printed)

Signature

Date