



<b>Volunteer Position Name</b>	<b>Development Assistant</b>
<b>Direct Supervisor</b>	<b>Jasmine Souers, President and CEO</b>
<b>Department</b>	<b>Marketing &amp; Resource Development</b>

## Organization Mission

The Missing Pink Breast Cancer Alliance connects change agents to improve the lives of people of color affected by breast cancer. We harness the power of patient advocacy and support and innovation through collaboration to eliminate barriers to quality healthcare, increase patient advocacy, and improve quality of life.

### Our Mission

The Missing Pink Breast Cancer Alliance aims to improve the lives of people of color affected by breast cancer.

### Our Vision

A breast cancer community that works collaboratively in the pursuit of health equity to better serve and support people of color.

### Our Values

At The Missing Pink Breast Cancer Alliance, we believe in:

- Innovation and the power of possibility
- Collaboration rooted in integrity, sustainability and goodwill
- Representation guided by diversity, equity and inclusion



## Purpose of Position

The Development Assistant is responsible for supporting fundraising efforts by maintaining the donor database and researching and identifying funding opportunities.

## Key Tasks and Responsibilities

- Identify new sources of corporate and foundation funding
- Produce reports on individual and institutional donors
- Perform data entry and help track donations in a database

## Skills and Qualifications

- Comfortable in fast-paced, start-up style environments
- Experience maintaining donor database
- Excellent oral and written communication skills
- Excellent knowledge of MS Office programs, Google Workspace, content management systems like WordPress and social media management platforms

## Setting and Schedule

This position is remote and will require approximately 12 hours a week. Typical work schedule is Monday - Thursday; however, evening and weekend team meetings may be required.



## Training and supervision

This position is for a creative trailblazer, looking to use their experiences to lay the groundwork for a game-changing organization. While we will provide materials about our organization, an organization orientation and training on organization technology, we will work closely together to understand the needs and requirements to help this new position be successful in every way.

## Screening

Volunteers are subject to a criminal background check.

This description does not contain a comprehensive inventory of all responsibilities and qualifications required of all team members assigned to this position. It is intended to describe the key elements relative to each section. Duties and/or requirements of this position may be modified, added or deleted at any time. This supersedes all descriptions previously written for the same position. Unique equivalent skills and experience may possibly substitute for required position requirements.

The Missing Pink Breast Cancer Alliance is an Equal Opportunity Employer.