

EMPLOYER: UK Markey Cancer Foundation  
TITLE: Development Associate

Cancer is the scourge of Kentucky and it affects everyone. The Commonwealth of Kentucky has the most cancer-ridden population of any state in America, with some of the highest rates of cancer for nearly all types of the disease. If you are going to do one thing to help battle cancer in Kentucky, it should be to support and work at the Markey Cancer Center. The only cancer center in Kentucky designated by the National Cancer Institute.

The Markey Cancer Center's leadership, innovation and commitment to the cause makes its foundation the natural and best place to make Kentucky a healthier state.

**Because Markey is where Kentucky comes to beat cancer.**

This position is responsible for assisting and supporting fundraising operations for MCF.

#### **Essential Duties and Responsibilities**

- Manages a donor database and part of a direct marketing program; keeps in regular contact with assigned donors.
- Maintains the accuracy and integrity of databases by ensuring that call reports are kept current and up to date.
- Provides support to various committees and volunteers during fundraising campaigns and events.
- Assists with the creation and finalization of guest lists.
- Mails flyers and other correspondence to potential donors, volunteers and guests in order to inform them of events and activities.
- Provides general support to various fundraising efforts.
- Occasionally works on gift proposals as necessary.
- Performs basic administrative duties such as filing, data entry, maintaining a filing system and more.
- Assists in scheduling meetings with prospective funders and donors.

#### **Required Knowledge, Skills and Abilities**

- Bachelor's Degree

Possesses experience in Raisers Edge or other databases.

- Has the ability to work flexible work hours including occasional (rare) late nights and weekends.
- Displays exceptional time-management and organizational skills as needed for meeting deadlines.
- Demonstrates a professional demeanor whether speaking to others in person, over the phone, via email or through letters.
- Works well alone as well as under direct supervision.

To apply, please follow this link to the job posting <http://ukjobs.uky.edu/postings/244511>