



# DR. MARNIE ROSE

• F O U N D A T I O N •

## Job Posting

**Job Title:** Program Assistant  
**Reports To:** Executive Director  
**Status:** Part Time - Hourly

**Summary:** A critical member of a dynamic team, the Dr. Marnie Rose Foundation is seeking a Program Assistant who will support the Dr. Marnie Rose Foundation's programmatic and fundraising events to increase the Foundation's mission, vision, and goals.

The mission of the Dr. Marnie Rose Foundation is to eradicate brain cancer through the funding of research at The University of Texas MD Anderson Cancer Center; and better the lives of the brave young patients at Children's Memorial Hermann Hospital.

### Essential Duties and Responsibilities:

- Communicates and assists the Executive Director, Event Coordinator, and Volunteer Chairs.
- Assists the Executive Director in maintaining relationships with current and potential supporters.
- Assists in the coordination of sponsorship packets for events.
- Assists in the management of all social media, outreach, and publicity.
- Assists with the production and dissemination of marketing collateral and webpage updates.
- Maintains accurate records for race participants and donors.
- As appropriate, communicates and executes event agreements with vendors.
- Maintains and enters all financial transactions for event budget into QuickBooks.
- Ensures all donor receipts are maintained and coordinated in a timely and organized manner.
- Assists with correspondence following the race, including but not limited to thank you notes.
- Follows up with all communication received within a 48-hour time frame.
- Assists in additional events as necessary.
- Other duties as assigned.

**Education and/or Experience:** Bachelor's degree (B.A.) preferred; or one to two year's related experience and/or training; or equivalent combination of education and experience.

**Computer Skills:** To perform this job successfully, an individual will be proficient in Microsoft Office, Adobe Suite database software, and QuickBooks.

### Other Requirements:

- Work as a highly cooperative member of a team to accomplish Foundation goals.
- Communicate professionally both verbally and in writing.
- Be culturally sensitive and linguistically competent in serving the needs of a highly diverse clientele.
- Work flexible schedules, including evenings and weekends as needed.
- Knowledge of general office practices and procedures.
- Prioritize multiple tasks.
- Use considerable judgment and initiative is required to establish work procedures.
- Make decisions in accordance with established policies and procedures.
- Hear and speak well enough to converse over telephone and while performing office duties 100% of the time.

- See well enough to use computer efficiently and read computer reports and correspondence 100% of the time.
- Must have reliable transportation.
- A background check is required.

**Working Conditions:** The position can require extended periods of sitting, standing, walking, bending and lifting up to 25 pounds or equivalent.

We thank all applicants for their interest; however, only those candidates identified for further consideration will be contacted.

To apply, send your resume and cover letter to [info@drmarnierose.org](mailto:info@drmarnierose.org). In the subject line please state “Program Assistant Application.”

No phone calls please.