

Us TOO International Home Office Staff Directory and Description of Key Responsibilities

All staff can be reached by telephone at 630-795-1002

Thomas Kirk, President and CEO

Board staffing, liaison, support and facilitation

Organizational spokesperson and representative

NEWS You Can Use e-newsletter and *HotSheet* editor

Financial and personnel resource development and management

Advocacy program staff

Ex officio member of all Board Committees

Staff to Executive Committee; Communications; Development; By-laws, Policy and Board

Procedures Committee; Board Membership Committee; Support Groups/Chapter Expansion,

Local Patient Outreach; Legislative Awareness & Advocacy; and Research & Education

Committees

Email: Tom@ustoo.org

Pamela Barrett, Director of Development

Corporate relations & sponsorships

Fundraising, special event management

Grant writing

Branding, communications and public relations

Media relations

Content and editing of Web site, *HotSheet*, Annual Report, patient education brochures

Combined Federal Campaign

Special gifts program (memorials, tribute gifts, planned gifts)

Staff to Development Committee and Communications Committee

Email: Pam@ustoo.org

Terri Gibbons, Chapter Services Program Manager

Chapter support group leaders' liaison

Regional Directors liaison

New chapter development

Chapter NEWS! newsletter editor

Annual chapter survey coordination

Underserved Populations Program Manager

Us TOO University Event and meeting planning

Provides administrative support to Board

Staff to the Awards Committee; Support Groups/Chapter Expansion, Local Patient Outreach;

Legislative Awareness & Advocacy; Screening and Outreach-Minority and Underserved (CDC)

Email: Terri@ustoo.org

Jackie Konieczka, Office Manager

Answers the Us TOO 800# Helpline

Distribution of *HotSheet* and chapter mailings

Answers the www.ustoo@ustoo.org e-mails

Manages the *Us TOO John Moenck Memorial Resource Library*

Financial book-keeping

Email: Jackie@ustoo.org

Ryan Maguire, Communications Coordinator

Online Auction and Prostate cancer runs & walks

Us TOO email communication (e-newsletters and mailings) and marketing (Convio)

Us TOO online TeamRaiser fundraising (Convio)

Awareness event coordination: Sneakers@Work Day, Arnie's Army / Closest to the Pin fundraisers,
Information request and order fulfillment

Email: Ryan@ustoo.org

Elizabeth Cabalka, Program Development Manager (Independent contractor)

Circles of Love Companion & Family Advisory Panel facilitator

Program development

Writer

Email: Elizabeth@ustoo.org

Direct Phone 320/980-0437