

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

Updated January 2010

All staff except Terri Gibbons can be reached by telephone at 630-795-1002 or 800-808-7866

Thomas Kirk, President and CEO – tom@ustoo.org

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

Pamela Barrett, Director of Development – pam@ustoo.org

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

Terri Gibbons, Chapter Services Program Manager – terri@ustoo.org, 704-827-2444,

Toll Free 877-978-7866

Chapter support group leaders' liaison

Regional Directors liaison

New chapter development

Chapter NEWS! newsletter editor

Annual chapter survey coordination

Underserved populations liaison

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)

Jackie Konieczka, Office Manager – jackie@ustoo.org

Answers the Us TOO 800# Helpline

Distribution of *HotSheet* and chapter mailings

Answers the www.ustoo.org e-mails

Manages the *Us TOO John Moenck Memorial Resource Library*

Financial bookkeeping

Ryan Maguire, Communications Coordinator – ryan@ustoo.org

Online Auction and Prostate cancer runs & walks

Us TOO email communications and marketing (e-newsletters and emailings)

Us TOO online donations, store, registration and TeamRaiser fundraiser programming (Convio)

Awareness event coordination: Sneakers@Work Day

Information request and order fulfillment