

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

Updated March 2014

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

Thomas Kirk, President and CEO – [TomK@ustoo.org](mailto:TomK@ustoo.org)

Board of Directors staffing, liaison, support and facilitation

Ex officio member of Board and all Committees

Staff to Executive; Finance; Development; Board Membership and Program Committees

Organizational spokesperson and representative

Financial and personnel resource development and management

Corporate relations & sponsorship development

*NEWS You Can Use* e-newsletter and monthly *HotSheet* newsletter editorial team

Advocacy program staff

John Lupton, Director of Development and Fundraising – [JohnL@ustoo.org](mailto:JohnL@ustoo.org)

Corporate relations & sponsorships

Fundraising, special event management and Awareness event coordination

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

Friends of Us TOO program development

Terri Gibbons, Chapter/Support Group Services Program Manager - [TerriL@ustoo.org](mailto:TerriL@ustoo.org), Toll Free  
**877-978-7866**

Chapter support group leaders' liaison

Regional Volunteers/Directors liaison

New chapter development

*Chapter NEWS!* newsletter editor

Us TOO University/Regional Town Hall Event and meeting planning

Provides administrative support to CEO and Board

Staff assistance to the Program committee and the Companions and Families Advisory Panel

Jackie Konieczka, Office Manager - [JackieK@ustoo.org](mailto:JackieK@ustoo.org)

Answers the Us TOO 800# Helpline

Preparation and Distribution of *HotSheet* and chapter mailings

Answers the [www.ustoo@ustoo.org](mailto:www.ustoo@ustoo.org) e-mails

Manages the *Us TOO John Moenck Memorial Resource Library*

Financial bookkeeping

Chuck Strand, Director of Marketing and Communications – [ChuckS@ustoo.org](mailto:ChuckS@ustoo.org)

Online cancer events, runs & walks

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

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

Editorial Team for the *HotSheet* monthly newsletter and *NEWS You Can Use* e-newsletter

Website content development project

Educational material development

Information request and order fulfillment