



FOUNDATION FOR
SARCOIDOSIS RESEARCH

Foundation for Sarcoidosis Research
Operations and Development Administrative Coordinator

Operations and Development Administrative Coordinator

The Foundation for Sarcoidosis Research (FSR) Operations and Development Administrative Coordinator works with FSR's leadership and Development team on tasks associated with the organization's administrative and financial duties along with supporting the organization's fundraising initiatives to help make progress towards our mission. The Operations and Development Administrative Coordinator will support the critical operations and processes necessary for the organization's workflow. This includes but is not limited to finance processes, data entry, community member support, donor relations, and scheduling. The Operations and Development Administrative Coordinator is also responsible for assisting in the execution of fundraising campaigns and communicating with current and prospective donors. The Administrative and Development Coordinator will provide an estimate 50% of time toward operational and administrative support and approximately 50% of time will focus on development and fundraising support.

Reports to the Senior Director of Development

The Foundation for Sarcoidosis Research (FSR)

FSR is the leading international non-profit organization dedicated to accelerating sarcoidosis research initiatives and supporting those impacted by sarcoidosis. FSR was established in 2000 and since then, FSR has fostered over \$6 million in sarcoidosis-specific research and has provided educational and support resources to thousands of people worldwide.

Essential Duties and Responsibilities

Operations and Administrative duties and responsibilities include:

- Supports day-to-day and operational function of the organization
 - Ensures administrative invoices are maintained and coded
 - Records and files all organization's contracts
- Assists in financial recording keeping, tracking, and processing
 - Management of organization's credit card process and reconciliation
- Manages office equipment, operational vendors mail, and materials
- Supports interdepartmental overflow, special projects, and conference/travel preparation as needed



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SARCOIDOSIS RESEARCH

- Supports annual audit
- Serves as initial contact representative for the organization providing direct support through mainline phone and email management
 - Manages organization's mainline phone and email
- Leads the FSR new member outreach, communications, and analysis
 - Facilitate weekly outreach to new members
 - Provide educational information and support to new members as needed
 - Analyze and provide ongoing reports on analytics from new member program to Development Team and organization leadership
 - Develop strategies to help enhance program to increase membership
- Other administrative duties determined by the need of the organization

Development duties and responsibilities include:

- Maintains development records in Salesforce
 - Ensure overall data integrity
 - Run reports, synthesize information, and share frequent updates about current and prospective investors with Development Team and organization leadership
- Responsible for donation data entry and complying with revenue reconciliation processes
- Stewards individual donors and major donor engagement through preparation of all direct mail campaigns, donor acknowledgement letters, external relation meeting coordination
- Supports fundraising events and third-party events
 - Develops resources and tools for volunteers, fundraisers, and community members
- Develops and updates pitch decks and donor solicitation materials
- Identifies potential prospects and donors



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SARCOIDOSIS RESEARCH

Qualifications

- At least 3 years' experience in administrative role preferred
- Advanced project management and time management skills with keen attention to detail
- Effective organizational skills
- Excellent verbal and written communication skills
- Possesses a positive and enthusiastic demeanor and drive to succeed
- Ability to work well in a team environment and independently
- Skilled at Microsoft tools and resources and experience with Salesforce or other nonprofit CRM
- Demonstrated ability to be adaptable in an ever-changing environment
- Ability to work in a fast-paced environment
- College degree
- Position is currently mostly remote however, some duties may require in-office completion in FSR's Chicago office

If you are interested in this position, please submit your resume and cover letter to Tricha Shivas, Chief Strategy Officer at Tricha@stopsarcoidosis.org. Please include your salary requirements.

FSR is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.