



STRATEGIC
Philanthropy
DO GOOD • DO WELL

Debbie's Dream Foundation Curing Stomach Cancer - Programs Coordinator

Programs Coordinator Job Purpose:

The main purpose of the Programs Coordinator is to support and educate stomach cancer patients, families, and caregivers.

Programs Coordinator Job Duties and Responsibilities:

- Conduct PREP intake of stomach cancer patients, families, and caregivers and continuously develop the PREP intake procedure.
- Develop, maintain, and present the PREP records, data, and statistics to the Board.
- Travel to, attend and staff the booth at ASCO, GI ASCO, ISGIO, NCCN, and any other conference deemed necessary by the Board.
- Organize and run the Symposium in coordination with the Symposium Committee and coordinate and maintain records of the travel schedule for all VIPs for the Symposium.
- Research and identify grants for the PREP program and the Symposium.
- Develop Chapters.
- Research and maintain the Resources & Related Links on the website. Make recommendations to the Programs Director for appropriate resources.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies where applicable.
- Oversee, write and/or edit all materials to support the Company's Patient Resource Education Program (PREP), Webinars, Symposium, Advocacy Day, and other programs including sponsorship packets and materials, invitations and flyers for the events, collateral materials, program books, proposals, solicitation and acknowledgement letters, etc.
- Write postings and deliver them to the Company's Communications Coordinator for Facebook, Twitter, Linked In, our website, other print materials, and email blasts as needed to promote the Programs Coordinator's duties.
- Pick up, process, and disseminate the mail every day in conjunction with the Communications Coordinator.
- Maintain time sheets in a detailed manner and convey it to the Programs Director in accordance with the Company's payroll policies.
- Maintain office services by organizing office operations and procedures; keeping the office and desks well stocked with supplies; inventorying the supplies; and maintain all office equipment in working order in conjunction with the Communications Coordinator.
- Keep the office orderly, neat, and clean on a daily basis.
- Answer the office phone, direct calls to appropriate staff or take messages.
- Attend all office staff meetings and take notes/minutes for the meeting leader.
- Keep the Programs Director informed by producing special reports; summarizing information; and identifying trends.

- Orient, train and work with employees, interns and volunteers; run the Company's PREP internship program; and develop new internship programs.
- Maintain the Company CRM database.
- Maintain the Company's SharePoint calendar and enter all meetings, deadlines and reminders.

General Responsibilities

It is the responsibility of all employees to support the Company's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of trust. We all bear the responsibility and judgment of improving the organization, communicating openly, empowering each other to excel at our work, using discretion, and dedicating ourselves to including all who want to be involved.

- The work requires a lot of time at a desk but may also require some travel to event locations, conferences, or meetings both locally or nationally.
- Tight deadlines must be met with limited staff to support projects
- Assure that materials that are developed are factually and technically accurate.
- Work with the Foundation Editor on all written and printed materials.
- Work with volunteers, donors, patients, supporters, Event Co-Chairs, the Board of Directors, etc.
- Ensure optimal constituent relations, increased awareness of the Company's resources, and continued expansion of the Company's donor base.
- Assist from time to time with office and other departmental support as asked by the Programs Director, Executive Director, or President of the foundation.

The Programs Coordinator reports directly to the Programs Director, the Co-Chairs of the Symposium Committee, and volunteers and is required to attend all staff and Symposium Committee meetings and Board meetings from time to time.

This position is a full time (at least 40 hours per week) salaried position and can be longer around the time of the Symposium, conferences, special foundation events, and any out of town travel. Salary will be commensurate with experience.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. The Company reserves the right to assign or delegate other tasks as necessary.

Work Environment

DDF is based in Fort Lauderdale, FL, but has chapters and volunteers throughout the country.

Qualifications:

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully:

- Four (4) year college degree required. Major or minor in social work or psychology or biological sciences is a plus
- Expert in Microsoft Word and Excel
- Knowledge of SharePoint a plus or any other non-profit software

- Fast typist (at least 50 words per minute – typing test will be given at interview)
- Ability to lead and to follow, and the ability to know when those different skills are needed
- Expertise in building professional relationships
- Consistent professionalism
- Ability to collaborate with both volunteers, staff, donors, supporters, the Board of Directors and any other people encountered
- Fluent in English. Additional fluency in Spanish is a plus.
- Excellent verbal and written communications skills at a professional level
- Strong editing and proofreading skills
- Ability to tolerate numerous interruptions throughout the day

Application Information

To apply for this position and to qualify for an interview, it is **REQUIRED** that all applicants submit the following as an Application Packet:

1. Cover letter
2. Resume
3. College and other degree diplomas or other verification of graduation
4. Transcript if graduated within the past 5 years
5. 2-4 letters of recommendation from non-family members

The Application packet should be sent to:

Debbie's Dream Foundation: Curing Stomach Cancer

Two South University Drive, Suite 326

Plantation, FL 33324

or email to: Programs@DebbiesDream.org

Follow up inquiries can be made to Programs@DebbiesDream.org.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil