

THE OPPORTUNITY

We are looking for a Team Leader & Communication Specialist to get involved with many different aspects of a small 501(c)(3) non-profit. This role includes a wide range of responsibilities including coordinating team member responsibilities, communicating with Chromosome 18 members, and will include a full range of activities required to plan event logistics, cultivate potential donor relationships, create systems for event preparation and execution, and maintain online fundraising platforms. In addition, the role will require becoming familiar with using Microsoft Office Programs, such as, PowerPoint, Excel, and Word, managing data entry into Salesforce, and helping with other daily administrative tasks. This position will also include helping with ongoing projects, as necessary.

THE ORGANIZATION

Chromosome 18 Registry & Research Society is an advocacy organization composed primarily of the parents of individuals with a chromosome 18 abnormality. Our Mission is to help people with chromosome 18 abnormalities overcome the obstacles they face so they may lead happy, healthy, and productive lives. We are proud to count among our members those who are affected by a chromosome 18 abnormality, extended family members, and professionals. We are a 501(c)(3) non-profit, tax-exempt public charity.

KEY RESPONSIBILITIES

Some of the main position duties are listed below. Other duties may be assigned as necessary.

- Keep the member records updated in the database system and create data reports on a regular basis, utilizing Salesforce, Excel, and other programs as appropriate
- Responsible for conducting the full range of activities required to research, prepare, submit, and manage event proposals for fundraising and donor events.
- Work with staff members to plan and execute community partners and member events
- General administrative tasks, including answering the phone and following up with members by email as required
- Assistance with other projects, as necessary

KNOWLEDGE AND SKILLS:

- Strong written and verbal communication skills
- Attention to detail and ability to meet deadlines
- Willing to develop skills with all Microsoft Office programs and willing to learn new programs and acquire new skills
- Strong contributor in team environments

QUALIFICATIONS:

- General knowledge of Microsoft Office programs listed above preferred, but not required
- Willingness to work in deadline-driven environments
- Able to work well in a team environment, handle multiple assignments and meet deadlines

Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, pregnancy, protected veteran status or other status protected by law