



Position Description

Program Coordinator, Development

Preeclampsia Foundation

Established in 2000, we are the leading national 501(c)(3) not-for-profit patient advocacy organization serving the 5-8% of pregnant women - 300,000 women each year in the U.S. - who are affected by hypertensive disorders of pregnancy such as preeclampsia (formerly known as toxemia), eclampsia and HELLP syndrome. We are advised by a medical board comprising the top medical and scientific experts in preeclampsia and related fields, additionally collaborating with other non-profit organizations, governmental agencies, academic institutions, and corporations to achieve our mission.

Our Purpose

To improve the outcomes of hypertensive disorders of pregnancy by educating, supporting, and engaging the community, improving healthcare practices, and finding a cure. We envision a world where preeclampsia no longer threatens the lives of mothers and babies.

Company Values:

- **Patient-Driven:** Everything we do, advocate for, and develop is through the lens of the patient experience.
- **Knowledgeable:** As a leading resource, we stay well-informed and provide accurate and timely information with guidance from our medical and scientific advisors.
- **Empathetic:** It's personal with us. We act with compassion and sincerity. We treat each other and others outside our team with human kindness.
- **Collaborative:** We take the team approach, seeking to build consensus with each other, our community, and our partners.
- **Trustworthy:** We are accountable to our community, our donors, volunteers, supporters, and each other; we work hard to maintain that trust and confidence.

Position Description

Reporting to the Director of Development, the Program Coordinator is a full-time hourly wage (non-exempt) position that plays a pivotal role in the implementation of development initiatives aimed at advancing the mission of the Preeclampsia Foundation. This position requires a dynamic, organized, detail-oriented individual with a passion for performing a variety of databases and general administrative work, strong task execution skills, resourcefulness, and the ability to work collaboratively with diverse stakeholders. This position does not supervise other individuals.

Key Responsibilities for this Position

- **Database Management** - Manage all aspects of Donor Perfect CRM (account/record creation, donations, maintenance, reconciliations) and its integrations with other applications (such as Qgiv and Harness), process gifts, fee-based transactions including Marketplace, and grant payments from multiple revenue streams, manage matching gifts and assign soft credits, coordinate with finance team to insure accurate financial reporting and coding, process supporting documents along with vendor to maintain timely fundraising compliance sites (including coordination with corporate office for documents requiring wet signatures and notary services), maintain site access and passcodes, register Foundation for additional workplace giving opportunities
- **Promise Walk Support** - Maintain Qgiv application in support of Promise Walk fundraising, including reconciliation, setup of pages for each season, posting/confirmation of offline gifts, coordinate Promise Walk interest communications from Donor Perfect forms, coordinate

Promise Walk box shipping and receiving with corporate office team, manage return shipping process directly with Promise Walk Chairs

- **Donor Correspondence** - Assist with individual donor stewardship including acknowledgment letters and receipting (in-kind and cash) within established standards, annual tax receipts as requested, sending thank you cards, tribute cards, donor gifts, and other communications via phone and email, while maintaining donor confidentiality
- **Admin Support and Communication** - Schedule meetings for the Development Director and others on Development team, schedule travel and accommodations, coordinate off-site meeting logistics and other tasks assigned. Monitor and respond timely to organizational development-related emails, engaging other staff as needed for appropriate responses, refer potential volunteers for other areas to other internal team members, coordinate/reconcile purchases utilizing Ramp process, communicate updates as requested by Marketplace customers
- **Reporting** – Prepare detailed reports for internal and external stakeholders, including funders and board members, summarizing program activities, outcomes/dashboards, and impact

Competencies for this Position: These are the behaviors and qualities that contribute to the individual successfully executing the responsibilities of this role.

- **Demonstrates Self Awareness** - Reflects on activities and impact on others; Proactively seeks feedback without being defensive; Is open to criticism and talking about shortcomings; Admits mistakes and gains insight from experiences; Knows strengths, weaknesses, opportunities, and limits
- **Ensures Accountability** - Follows through on commitments and makes sure others do the same; Acts with a clear sense of ownership; Takes personal responsibility for decisions, actions and failures; Establishes clear responsibilities and processes for monitoring work and measuring results; Designs feedback loops into work
- **Organizational Savvy** - Is sensitive to how people and organization's function; Anticipates land mines and plans approach; accordingly, Deals comfortably with organizational politics; Knows who has power, respect, and influence; Steers through the organizational maze to get things done
- **Resourcefulness** - Marshals resources (people, funding, material, support) to get things done; Orchestrates multiple activities simultaneously to accomplish a goal; Gets the most out of limited resources; Applies knowledge of internal structures, processes, and culture to resourcing efforts
- **Situational Adaptability** - Picks up on situational cues and adjusts in the moment; Readily adapts personal, interpersonal, and leadership behavior; Understands that different situations may call for different approaches; Can act differently depending on the circumstances

Qualifications – The ideal candidate will possess the following education, experience, and technical skills, as well as express a commitment to the Foundation's core values.

Education and Experience:

Associate's degree and 7 years of relevant nonprofit experience **OR** Bachelor's degree in public health, social work, nonprofit management, or a related field and 2-4 years experience

Technical Skills: These are the main skills, training, and knowledge one must have exhibited in previous roles to successfully perform the responsibilities outlined above.

- **Scheduling and timeline management** - Developed and managed schedules to meet deadlines, effectively balancing multiple projects and coordinating both short-term and long-term tasks

- **Customer Service** - Served as the primary point of contact for program participants, addressing inquiries, resolving issues, and providing information about program services and resources. Maintained clear and professional communication with participants, stakeholders, and team members through various channels
- **Resource management** - Allocated and managed resources, such as tracking requirements and ensuring files and schedules are up to date
- **Documentation and reporting** - Developed, maintained, and organized comprehensive documentation for all program activities, including participant records, program policies, and operational procedures. Prepared and compiled regular reports on program performance, including metrics, outcomes, and impact assessments. Responsibility for ensuring reports were accurate, timely, and aligned with organizational standards
- **Program management best practices** – A demonstrated comprehension and utilization of program management best practices inclusive of the knowledge of program management software like MS Project, Click Up, Donor Perfect, Razor Edge or other donor-focused CRM.

Location:

Remote

Salary and Benefits

- Non-profit patient advocacy organization; compensation commensurate with candidate's experience (range: \$19– \$23/hour)
- Medical insurance, employer pays half of employee's premium
- Dental and Vision insurance
- Employee Assistance Program (counseling, coaching, professional development)
- Life Insurance
- 401(k) option
- Paid Holidays and Personal Time Off

Equal Opportunity Employer

The Preeclampsia Foundation is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive work environment.

To Apply

Please send cover letter, resume and, if you have them, Strengths Finder™ and Working Genius™ profiles, to HR@preeclampsia.org with name of position in subject line.