

Coordinator, 4K for Cancer

Reports To:	Director, 4K for Cancer	Manages:	N/A
Remote / In-Person:	Hybrid	Location:	2118 E. Madison St, Baltimore, MD 21205
Exempt / Non-Exempt / Contract / Temporary:	Exempt	Full Time / Part Time:	Full Time
Compensation:	\$40,000 per year		
Benefits:	<ul style="list-style-type: none"> ● PTO - 15 days/yr prorated ● 13 paid holidays ● Employer funded health insurance ● Retirement plan + 3% match ● Employer funded STD, LTD, AD&D and life insurance ● Employer funded employee assistance program ● Monthly reimbursements for cell phone (\$50) and wellness (\$20) 		

About Us: Ulman Foundation is a non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer. We offer support to adolescent and young adult patients, survivors and their loved ones through our patient navigation programs, our traditional and non-traditional support groups, and through Ulman House (“the House”), our no-cost home away from home for those traveling to Baltimore for treatment.

At Ulman, we believe the community of support that we create for our patients begins with creating a community of support amongst our team. We strive to maintain an environment where we can all bring our best, most authentic, and whole selves to work, where we feel seen, heard, respected and valued, and where we have the tools, resources and support we need to be successful in our work and in our lives.

Cancer affects us all. The Ulman Foundation supports and recognizes each individual as a whole. No matter where you’re from, what you believe, who you love, or how you identify, you are welcomed, respected and supported within the Ulman Community.

About the 4K for Cancer Coordinator Role: As a 4K for Cancer Coordinator you will help plan, recruit participants for, and execute our 4K for Cancer program. The 4K for Cancer is a peer-to-peer fundraiser in which 18-28 year olds spend a summer either running or biking across the country from Baltimore to San Francisco, raising money to support the Ulman Foundation’s mission and raising awareness of the Adolescent and Young Adult Cancer cause. Participating in the 4K program is a life changing experience for most, if not all, participants, and the program has historically been one of the largest sources of revenue for the Ulman Foundation. In this role you will play a vital role in getting participants to sign on for the experience, supporting the success of their fundraising efforts, and ensuring that they have a safe, positive, and impactful experience throughout their participation in the program. Our 4K for Cancer team works closely with our Marketing and Communications team, the rest of our Events & Experiences team, and our organization as a whole to ensure the success of the 4K for Cancer program. Coordinating the 4K for Cancer program does involve some travel throughout the year as well as evening and weekend engagements as necessary to ensure the success of the program.

Specific responsibilities of this position include:

Participant Recruitment

- Partner with members of the Marketing team to ensure the 4K for Cancer program is being strategically advertised and communicated about both within and outside of our community
- Execute proactive outreach to community members, program alumni, partner organizations, and prospective participants about our 4K for Cancer program
- Conduct interviews and information sessions with potential fundraisers
- Follow up with prospects to answer questions, maintain contact, and encourage participation

Program Coordination

- Work with the Director, 4K for Cancer, the other members of the 4K for Cancer team, and others to plan and execute logistical details of the program, including but not limited to planning routes, securing hosts, ordering gear, planning the directors' training and send-off weekend, etc.
- Collect data and track relevant information to measure the success of the program - facilitate reporting for Ulman Foundation leadership and board of directors
- Travel as needed to attend programs, events, experiences and networking activities

Onboarding & Fundraising Support

- Operate as initial point of contact for onboarding participants of the program
- Ensure participants are aware of fundraising requirements and accountability mechanisms and that they set appropriate fundraising goals and plans for themselves
- Partner with our Development Coordinator to ensure that fundraising web pages for new participants are appropriately set up, that participants understand how to utilize all of the tools at their disposal, and that incoming donations are tracked and credited appropriately
- Answer participant questions and proactively provide tips, tools, incentives and ideas
- Ensure participants have the information they need to prepare for the program, have a positive experience, and have a positive impact on the experiences of others and our community

Program Alumni Relations

- Follow up with participants to get feedback, continue the relationship, and encourage them to refer new participants and consider what their next step with the Ulman Foundation might be
- Continue to build and maintain relationships with previous participants to steward them throughout their engagement with the Ulman Foundation
- Appropriately refer participants and donors into our Development team and pipeline

Other duties as assigned.

About You: If you are enthusiastic about creating life changing experiences for others, building and maintaining relationships, and connecting others with a cause you care about, then this could be a great role for you. To be successful in this role you must be driven to meet clearly defined goals and enjoy building and maintaining a large network and community. To be considered for this role you must have a high school diploma and an understanding or and passion for the Ulman Foundation's mission. Ideally you have experience fundraising to support a cause yourself and/or have experience in relationship management, sales, customer service, or another related field. A significant amount of our recruitment and fundraising takes place online through social media - you must be comfortable with utilizing your social media presence for professional purposes.

To Apply: Interested candidates should submit a cover letter and resume to careers@ulmanfoundation.org with "4K for Cancer Coordinator" as the subject line.