

Program Coordinator

Reports To:	Manager, Events & Experiences	Manages:	N/A
Remote / In-Person:	Primarily Remote, Regularly In-Person	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 Events & Experiences Engagement Coordinator Role: As the Program Coordinator you will help to recruit participants, plan and execute our portfolio of peer-to-peer fundraising experiences and events. This includes planning and marketing of events to interested parties, as well as recruiting, onboarding, supporting, and managing ongoing relationships with the fundraisers who participate in them. The portfolio of events and experiences this role supports may include our Key to Keys, Point to Point, or Mission to Vine multi-day experiences, our New York City Marathon, Baltimore Running Festival and Honolulu Marathon teams, as well as any Partnered Events, Do-It-Yourself Fundraisers, and other future events and experiences that may arise. In this role you will be responsible for working with the Events & Experiences team, the Marketing team, the Development team and others to ensure that our peer-to-peer experiences and events are filled, that the fundraisers successfully meet their fundraising goals, that they have a positive experience within the programs they are a part of, and that they are appropriately stewarded on an ongoing basis to ensure they continue to support and engage with the Ulman Foundation community and mission. Coordinating our events and experiences portfolio does

involve some travel throughout the year, as well as evening and weekend engagements as necessary to ensure the success of our events and programs.

Specific responsibilities of this position include:

Program Coordination

- Work with the Manager, Events & Experiences and other staff to plan and execute logistical details of program events and experiences, including but not limited to recruiting participants, booking venues, planning travel, securing donations, coordinating vendors and ensuring a positive participant experience
- Collect data and track relevant information to determine feasibility and profitability of peer to peer programs - facilitate reporting for Ulman Foundation leadership and board of directors
- Travel as needed to attend programs, events, experiences and networking activities Fundraiser

Recruitment

- Partner with members of the Marketing team to ensure events and experiences are being strategically advertised and communicated about within and outside of our community
- Execute proactive outreach to community members, experience alumni, partner organizations, and prospective fundraisers about our portfolio of events and experiences through a variety of different ways including; meetings, networking events, email and social media content & other strategic outreach
- Conduct interviews and information sessions with potential fundraisers for specific experiences
- Follow up with prospects to answer questions, maintain contact, and encourage participation

Onboarding & Fundraising Support

- Operate as initial point of contact for onboarding participants of events and experiences
- Ensure fundraisers 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 fundraisers are appropriately set up, that fundraisers understand how to utilize all of the tools and capabilities at their disposal, and that incoming donations are tracked and credited appropriately
- Answer fundraiser questions and proactively provide tips, tools, incentives and ideas
- Ensure fundraisers have the information they need to prepare for the event/experience, have a positive experience, and have a positive impact on the experiences of others and our community

Fundraising Alumni Relations

- Follow up with fundraisers to get feedback, continue the relationship, and encourage them to consider what their next step with the Ulman Foundation might be
- Continue to build and maintain relationships with previous fundraisers to steward them throughout their engagement with the Ulman Foundation
- Appropriately refer fundraisers 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. To be successful in this position you must be comfortable and confident in talking to groups (Both large & small) and networking to recruit participants for your events. 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 through in-person networking events as well as online through social media - you must be comfortable with utilizing your social media presence for professional purposes.

In addition, an affinity or interest in endurance sports, primarily running and cycling, would be extremely beneficial. Knowledge or participation in running and cycling events is highly encouraged for this role.

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

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