Job Title:        Development Coordinator
Employer:         United Mitochondrial Disease Foundation
Location:         Remote; Organization Headquarters – Pittsburgh, Pennsylvania
Date:             April 1, 2024
Job Type:         Full Time

## DESCRIPTION:

The United Mitochondrial Disease Foundation (UMDF) is a national non-profit foundation that has spent over 25 years building a network of top clinicians, hospitals and researchers dedicated to fighting mitochondrial disease. We are driven by a nationwide community of ambassadors solely focused on supporting patients and families affected by mitochondrial disease. Together, we are committed and energized to make a difference by funding the best science in the world and providing critical programs and services to the patient families we serve. Our mission is to promote research and education for the diagnosis, treatment and cure of mitochondrial disorders and to provide support to affected individuals and families.

Reporting to the Associate Director of Development, the Development Coordinator is responsible for developing, implementing, and managing new and existing fundraising events, programs, and campaigns to support the UMDF mission. The Development Coordinator will focus on soliciting corporate support, organizing, and empowering volunteers to raise funds in order to achieve and/or exceed revenue goals.

The ideal candidate is a dynamic, self-starter who possesses excellent communication skills, proven fundraising experience, an aptitude for problem-solving, and an ability to multi-task on a daily basis.  UMDF is seeking a passionate, enthusiastic, and motivated individual who has proven volunteer leadership, management, and organizational skills.  Must be able to work in a fast-paced environment and possess experience in special event fundraising and relationship management.

This is a full-time and remote-based position including some nights and weekends, with seasonal travel required.

## DEVELOPMENT COORDINATOR RESPONSIBILITIES:
- Work with supervisor to establish and implement timelines, revenue and expense budget and participant recruitment strategies for special events with an emphasis on the *Energy for Life Walkathons*
- Achieve revenue goals for events with a strong focus on *Energy for Life Walkathons*
- Develop, lead and execute grassroots outreach plans to support program and fundraising goals
- Execute *Energy for Life Walkathons* in partnership with volunteer leadership, specifically managing walk committee recruitment and team retention
- Coordinate and lead *Energy for Life Walkathon* training for each committee as needed via webinars, in person training and over the phone training
- Organize and schedule *Energy for Life Walkathon* calls and meetings via webinar on a monthly basis to ensure excellent communication with walk committee for overall walk success
- Recognize, reward and motivate successful volunteers to ensure ongoing commitment
- Work to achieve the *Energy for Life Walkathon* goals through best practices, including corporate development, team recruitment and retention, media outreach, and year-round communication plans
- Develop and lead special events and activities to ensure participation from and engagement with current base of affected patient families, supporters and ambassadors
- Work with supervisor to implement volunteer recruitment and development strategies

- Develop and manage relationships with corporations, schools, and other community partners
- Coordinate and maintain local communication via a variety of vehicles: phone, mailings, website and social media
- Promote events and activities via UMDF website calendar of events, UMDF e-blasts and social media outlets
- Create and participate in new opportunities to expand UMDF's reach including meeting potential supporters and generating new contacts; ensure base-building goals are met
- Steward and build relationships with patient families, corporate partners, fundraisers and volunteers
- Maintain accountability in accordance with administrative systems by the deadlines assigned including but not limited to: expense reimbursements, credit card reconciliations, invoices, reports, timecards, and performance status reports
- Other duties as assigned

**UMDF RELATIONSHIPS:**

**Key Internal Relationships:**  Director of Development, Associate Director of Development, and other departments

**Key External Relationships:**  Special Event Chairs and Committees; Fundraising Teams and Walkers; Corporate Partners and Prospects; Day of Event Volunteers

**POSITION REQUIREMENTS:**

**Education and Experience:**
- Bachelor's degree or equivalent experience
- 5+ years' work experience specifically related to fundraising and special events with walkathon experience preferred
- Proven record of working with volunteers, including grassroots organizing and volunteer mobilization
- Preferred experience in working remotely from home office with proven success in reaching or surpassing financial goals and supporting organization's mission

**Specialized Skills and Knowledge:**
- Strong oral and written communication skills, including presentation skills
- Detail oriented, with solid administrative skills
- Ability to recruit, manage and work with volunteers
- Proficiency with MS Office including Excel and Outlook
- Database/Software knowledge (Salesforce and Classy strongly preferred)
- Must have mode of transportation (automobile, valid driver's license, and insurance is required)
- Flexibility to travel and work overtime including nights and weekends

**Core Values & Competencies:**
- UMDF's Core Values:
    - We are agile
    - We are relentlessly optimistic
    - We are owners of our mission
    - We are honest brokers for rapid development
    - We do the right thing for the patient families we serve

- Results-driven with ability to take initiative
- Stakeholder and team focus
- Confident decision-making and problem-solving skills
- Self-motivated
- Building collaborative relationships and trust
- Emotional intelligence and flexibility
- Able to develop passion about the mission of UMDF and the patient families touched by the disease

**TO APPLY:**
Please send position-specific cover letter, resume, salary requirements, and three references to [hr@umdf.org](mailto:hr@umdf.org) or mail to Human Resources, UMDF, 8085 Saltsburg Road, Suite 201, Pittsburgh, PA 15239. NO PHONE CALLS. UMDF is an EOE. To learn more about the United Mitochondrial Disease Foundation (UMDF), please visit [www.umdf.org](http://www.umdf.org).