

Office Coordinator

Overview

Imerman Angels was created on the belief no one should have to face cancer alone and without the necessary support. At 26 years old, Jonny Imerman was diagnosed with testicular cancer and began his fight against the disease. Throughout his experience, Jonny was lucky enough to have loving support from his family and friends, but had never met anyone his age who was a cancer survivor. He wanted to talk to someone just like him, someone who truly understood, and was intimately familiar with his experience. In short, he was looking for someone who'd already faced the same type of cancer. This was the beginning of Jonny's vision and in 2006, it became a reality when he founded Imerman Angels.

Through our unique matching process, Imerman Angels partners anyone, any age, any gender, anywhere and any cancer type seeking support with someone just like them – a "Mentor Angel." A Mentor Angel is a cancer survivor or caregiver who most importantly has faced the same type of cancer.

Position Summary

The Office Coordinator will provide administrative support to the Imerman Angels team. This position assists with data management, communications, Board relations, event logistics and general office help. This position helps provide support and continuity to HR functions and overall cohesion of operations. This position is full-time exempt. Regular hours are from Monday thru Friday, 9am to 5pm with some weekend and off hours expected from time to time.

Direct Report

Senior Director of Operations

Objectives

Development

- Input and track donor data in Salesforce, including gifts, donor information, activities and more
- Maintain and provide reports, lists, analysis and management of Development side of Salesforce
- Create, track and send all donor thank-you notes using existing processes and templates
- Coordinate logistics for internal and external meetings, including scheduling, communications and follow-ups

Event Support

- Provide logistics management and coordination for Team IA's Halo Hospitality and Brunch Run
- Oversee management of Gala and Brunch Run sponsorship solicitations and coordination

Board Relations

- Create Board data management system
- Schedule and support all Board meetings
- Create Board communications calendar

General Office Support

- Manage and monitor the front desk and incoming calls
- Manage incoming and outgoing mail
- Monitor general “info@” emails and coordinate responses and distributions
- Oversee brochure distribution to hospitals and partners, ensuring an efficient mailing system
- Provide oversight and coordination for onboarding of new employees
- Keep recruiting and HR files

Minimum Requirements

- Passion for helping others
- Cancer connection preferred
- Proactive self-starter (seeks solutions)
- May be required to work some evenings and weekends
- Team player
- Multi-tasker
- Salesforce experience desired

Compensation and Benefits

- Salary for this position is commensurate with experience
- Highly competitive health insurance package
- Paid vacation and holidays

To Apply

Send cover letter and resume to Josh at jkaufmann@imermanangels.org. No phone inquiries, please.