

Title: Program Coordinator, Support Through Sport

Exempt/Non-Exempt/Contract/Temporary: Exempt

Full-Time/Part-Time: Full-Time

Reports To: Director, Support Through Sport

OUR MISSION:

The Ulman Cancer Fund for Young Adults (UCF) changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

YOUR ROLE IN OUR MISSION:

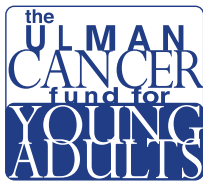
The Program Coordinator, Support Through Sport will be responsible for the day to day operations of multiple Support Through Sport programs including, Team Fight, Key to Keys, Point to Point, and Cycle to Inspire. The Coordinator will be responsible for recruitment, logistics, communication, and the management of relationships with participants. In conjunction with the Director, Support Through Sport, the Coordinator will also determine and execute the strategic planning of each program.

Responsibilities:

- Plan and execute all logistical details of program events, including, but not limited to: booking venues, registration, volunteer management, and vendor communication
- Identify and execute recruitment and marketing opportunities in person and through digital platforms
- Implement effective peer-to-peer fundraising strategy and best practices
- Lead communications with participants, alumni, volunteers, and prospects
- Establish and maintain relationships with local athletic clubs, retail stores, community partners, and sponsors
- Identify and execute strategies to solicit sponsorship and partnership opportunities
- Update weekly program numbers including recruitment and fundraising metrics
- Maintain websites and social media accounts for all programs
- Travel, as needed to attend programs, events, and networking activities
- Advise on the improvement and expansion of programs
- Support the mission and goal of the organization across all programs and departments
- Other duties as assigned

ulmancancerfund.org > 410.964.0202 > info@ulmanfund.org

UCF Headquarters > 1215 East Fort Avenue, Suite 104, Baltimore, MD 21230 > Cancer changes lives... **SO DO WE!**



Educational Requirement and Essential Skills

- College Degree - Required
- Experience working with sports or programs related to sports
- Strong written and verbal communication skills
- Ability to work on a variety of programs in both independent and team settings
- Understanding of mission, vision, and programs of the organization
- Experience with peer to peer fundraising

General

Must be willing to travel in state and inter-state (less frequently) and must have access to transportation to areas within the state that may not be accessible by public transit system. Willingness and flexibility to work evenings and weekends, as required.

UCF Work Environment

UCF has been recognized over the past two years by the *Baltimore Business Journal* and *Non-Profit Times* as one of the Best Places to Work. We have an open, fun, inspiring, and collaborative environment. Your teammates are committed to improving the lives of young adults impacted by cancer as well as helping their family and loved ones. We work hard and play hard. Being a small nonprofit, teammates have many roles and collaborate to ensure we are successfully executing our mission.

To Apply: Interested candidates should submit a cover letter and resume to careers@ulmanfund.org with "Coordinator – Support Through Sport" as the subject line