



# SMS RESEARCH FOUNDATION

## Job Description: Administrative Coordinator for the SMS Research Foundation

### Overview:

The SMS Research Foundation is seeking a part-time Administrative Coordinator. This role serves as the core support for the organization. The ideal candidate will be deeply invested in the nonprofit community and will demonstrate strong communication skills, a robust work ethic, and a can-do attitude. Reporting directly to the Executive Director, the Coordinator's duties will vary throughout the year based on organizational needs and special projects.

### Key Responsibilities:

The Administrative Coordinator will:

- **General Administration:** Execute all administrative duties, including managing all organizational correspondence, such as thank-you letters.
- **CRM Management:** Coordinate and maintain the CRM; run reports, update letters, enter philanthropic gifts into the donor database, and keep accounts up-to-date.
- **Communications:** Schedule newsletters, emails, and social media posts; create marketing images using Canva; and manage the production of e-newsletters.
- **Inquiries:** Respond to calls and emails directed to info@[organization's email]. Guide callers or email correspondents to appropriate resources or personnel.
- **Financial Support:** Provide administrative support for financial documents.
- **Platform Oversight:** Oversee and maintain all of the organization's platforms and accounts, including managing the Q-Giv platform during the annual "Steps Move Science Walk."
- **Event and Mailing Support:** Assist with event-related administrative duties and handle direct mailing support.
- **Website Maintenance:** Coordinate website updates.

### Additional Responsibilities:

- **Board and Philanthropy Support:**
  - Maintain both internal and external board documents.
  - Support prospect research, donor cultivation, and grant preparation.
  - Maintain documents required for grant submissions and donor stewardship.

Skills Required:

The successful candidate will possess:

- **Professionalism:** Exceptional verbal and written communication skills.
- **Tech Savvy:** Familiarity with basic office technology and a willingness to learn new platforms.
- **Detail-Oriented:** A keen attention to detail is required.
- **Ethical Standards:** A strong work ethic and an unwavering commitment to ethical behavior.
- **Industry Awareness:** An understanding of nonprofit operations and the rare disease community is desirable.