Program and Outreach Manager

Job Description

"What an incredible opportunity this has been to grow and learn with the Foundation over the past two years. I will forever be grateful for this professional experience with the American Transplant Foundation and touched by the lives we’ve saved. Each day brings new challenges, rewarding experiences, and exciting events! I look forward to the future as I continue my involvement with the Foundation as a volunteer. Together we truly make a difference!"

- Erica Gundry

Why work with the American Transplant Foundation?

Your leadership will literally save lives! We make you feel like part of a team! We are a community of transplant patients, donor families, living donors, health professionals, and committed community members. Meeting amazing people at events is one of the top perks.

You will increase awareness for the critical need for organ donation in Colorado and beyond while raising funds for the most vulnerable transplant patients and their families.

American Transplant Foundation Mission and Purpose:

The American Transplant Foundation is a 501(c)(3) non-profit organization that strives to eliminate our country’s shortage of human transplant organs. We believe nobody should die while waiting for a transplant and focus on promoting awareness of living donation as a viable option.
Who we are looking for:

You must thrive in a fast-paced environment, be very detail-oriented, great at multi-tasking and willing to go the extra mile to get the job done. This is not always an 8-5 job.

You're comfortable in an environment where you have to juggle many simultaneous tasks, be able to accomplish more in four hours than most people accomplish in a day, and pay close attention to detail in order to ensure that the community we work with receives the best help possible.

Our mission, culture and values must truly appeal to you. We love what we do. We work hard because we know it saves lives. We make it fun and inspiring for our partners and volunteers. Saving lives is not easy, but it can be exciting and is always rewarding!

Your personal connection to transplantation is important, but not required. However, passion for our lifesaving mission is required.

Responsibilities:

Management Responsibilities

- Develop and implement strategic plan for year round program/engagement goals focused on programs’ growth and soliciting financial support from our constituents
- Independently manage existing 1+1=LIFE Mentorship Program and Patient Assistance Fund program
- Recruit and manage the Foundation’s interns and volunteers

Communications

- Create and execute the Foundation’s communication materials, specifically developing content for website, email marketing campaigns, collateral, annual reports, data sheets, surveys, blog content, newsletters, and social media.
- Develop and implement quarterly strategic communication plans

Events Management

- Plan and execute one of the Foundation’s signature initiatives – Team Transplant
- Plan and implement the Foundation’s Young Professional Group’s activities
- Secure corporate support for financial and in-kind donations
- Assist with other events as required

Administrative Responsibilities

- Complete various admin tasks as needed, including special tasks for the Executive Director.
- Prepare acknowledgement letters and maintain donor database or supervise interns who are responsible for this task.

Marketing

- Optimize marketing process for Team Transplant and lead processes through email, content, and social advertising
- Conduct outreach to potential event attendees and participants
- Develop and coordinate marketing and promotional materials

Other

- Perform related duties and assist with special projects as assigned.
Qualifications:

- Bachelor’s Degree required
- Passion for organ donation and transplantation; passion for helping people and making a lifesaving difference
- Positive attitude; self-motivated, creative self-starter
- Three to six years of successful experience in development and program coordination/management with non-profit organizations
- Superior organizational, event coordination, and admin skills
- Strong technical skills and ability to learn new databases quickly
- Advanced Excel skills (formatting and tracking data), WordPress, Constant Contact, social media is required.
- Must have excellent interpersonal skills and a demonstrated record of completing assignments.
- Experience-based knowledge of principles and practices of program management and fundraising for a non-profit.
- Strong collegial interpersonal skills and an ability to communicate effectively in person, in writing, and by phone.
- Self-starter able to secure personal appointments and qualify new prospects.
- Demonstrated achievement in securing philanthropic investments.
- Problem solver who can take initiative and set priorities while being flexible.
- Ability to represent the organization professionally, externally and internally.
- Ability to prepare complex and detailed proposals and related materials.
- Attention to detail and thoroughness in completing assigned duties.
- Highly organized and able to handle multiple projects.
- Working knowledge donor/prospect database systems.
- Adept at navigating complex environments with evolving priorities and communication plans.
- Ability to meet demanding work schedule expectations. Must be able to work some evenings and weekends at events and functions.

Reports To: Executive Director

To Apply:

Please visit [http://www.americantransplantfoundation.org/about/internship-career/](http://www.americantransplantfoundation.org/about/internship-career/) and complete the online application form to be considered for this position.

Thank you for making a lifesaving impact for the local and national transplant community!