

Title: **COORDINATOR, PFF WALK**

Reports To: **NATIONAL DIRECTOR, PFF WALK**

Location: CHICAGO, IL

Status: Full Time, Non-Exempt

Travel Requirements: Travel requirements are anticipated based on the location of events through PFF. Primary duties can be completed from the position's local office. Some infrequent travel is necessary for PFF Events.

Primary Function: The Coordinator, PFF Walk is a contributing member of the development team of the Pulmonary Fibrosis Foundation. This position will work in collaboration with the Senior Director of Development, the Director of Development & Special Events, the National Director, PFF Walk, and the Coordinator, Special Events on all matters for the team. The Coordinator, PFF Walk will work on all PFF Walks and other special projects affecting the development department. This person must be able to build relationships with volunteers, donors and other departments; have the ability to manage and organize donor information; and strong interpersonal skills with an emphasis on positivity and flexibility.

Essential Functions / Duties:

- Support the overall event management of the all physical walk-sites associated to the PFF Walk program (New York City, Chicago, San Francisco, Washington, D.C., and Dallas). Responsibilities include event logistics, registration, attendee tracking, volunteer & vendor management, presentation and materials support, and pre-and post-event evaluations
- Manage a portfolio of team leaders within Walk program that includes donors that have the capacity to raise \$5,000 or less.
- Evaluate and respond to leads associated to the PFF Walks in a timely manner and work closely with the Director to assign prospects to the appropriate portfolios. Catalog the prospect and associated contact in the donor database and manage follow-ups for team leaders within the assigned portfolio.
- Assist development team in managing event budgets and closely track and monitor expenses, revenue, ticket sales and sponsorships in conjunction with the Finance and Data Departments
- Act as the primary point of contact for fundraising questions as it pertains to Qgiv (peer-to-peer fundraising platform) and support donors in building their pages.
- Responsible for the PFF Walk incentive program including determining fundraising levels & prizes, managing the ordering process, and mailing to fundraisers.
- Collaborate with the marketing department to streamline communications including drafting, editing, and finalizing all forward facing promotional and marketing materials.
- Establish procedures, "how-to" guides, marketing materials, and branding for expanding Walk program
- Maintain and coordinate website changes for assigned events
- In conjunction with the Director and interns, secure in-kind donations for events as appropriate.

- Perform administrative tasks for assigned events including coordinating all mailings, packing event supplies, and supporting data entry as needed.
- Keep up on trends within third party and peer-to-peer fundraising to keep PFF on the forefront of fundraising
- Maintain established department/policies, procedures, directives, quality assurance, and safety appropriate to this position
- Performs other related duties as assigned

Position Qualifications:

- Minimum of Bachelor's Degree preferred
- One to three years of work experience which may include internships or volunteer work.
- Ability to handle multiple tasks, prioritize and stay organized to ensure timely and accurate work
- Proficiency in Microsoft Office including, Word, Excel, and PowerPoint.
- Working knowledge of design basics in Adobe InDesign, Photoshop, and Illustrator preferred but not required
- Comfort with standard fundraising technology including DPO, CRMs, and online donors platforms
- Ability to work independently as well within a team-oriented, fast-paced, environments with rapidly changing priorities
- Ability to problem solve, take initiative, and stay calm under pressure.
- Strong attention to detail
- High degree of creativity, energy, initiative and innovation
- Customer service oriented
- Strong professional ethics and integrity
- Strong interpersonal skills necessary to communicate diplomatically and effectively with volunteers, donors, and other staff members, and to provide information requiring courtesy, tact, and confidentiality
- Ability to lift 50 pounds
- Must be able to work nights and weekends and travel across the country as necessary (~6 events per year)
- Must have valid driver's license