



BUILDING STRENGTH
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Nonprofit Programs Coordinator

Job Description

Job Highlights:

This job is ideal for a person that enjoys working on a variety of projects, learning new systems, and collaborating with a team. The Association for Creatine Deficiencies is an 11 year old nonprofit that is moving at a fast pace to find cures for patients in need! The ideal candidate will be committed to this cause and enjoy tackling challenges to make that happen, such as recruiting participants to a patient registry survey or fundraising for a research project through creative thinking and implementing new programs. Our team is virtual and collaborates closely through Slack, Zoom, and other platforms. We are looking for a teammate that both works well independently and values collaboration and teamwork. The Programs Coordinator will report to the ACD executive director and board of directors.

Position Type:

Part-Time/Full-Time (30-40 hours per week)

Location:

Salt Lake City area; some in person training, followed by mainly remote work

Nonprofit Programs Coordinator Job Responsibilities:

- **Marketing & Fundraising**
 - Coordinating tasks with ACD staff, volunteers, and board members
 - Preparing overview reports (dollars raised, teams involved, growth, etc.)
 - Running marketing and fundraising campaigns, including peer-to-peer fundraising initiatives
 - Engaging community members in fundraising efforts
 - Creating and managing fundraising pages on GiveButter and/or GiveLively
 - Developing corporate sponsorship programs
- **CRM Analysis/Maintenance/Reporting (Little Green Light)**
 - Regularly importing fundraising data and running reports
 - Identifying potential donors
- **Social Media Management & Content Creation**
 - Managing communications calendar and creating social media copy and graphics
 - Preparing email campaigns and quarterly newsletters in Mailchimp
 - Preparing and posting blog posts and news releases



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- **Website Management**
 - Managing website content via WordPress
- **Miscellaneous**
 - Implementing community programs to support goals established by the ACD board
 - Supporting the ACD volunteer board members in being successful in various committees

Essential Education & Experience:

- Bachelor's degree or equivalent work experience in a related career

Preference may be given to candidates with:

- 2+ years marketing and/or fundraising experience
- 2+ years working in the nonprofit sector
- Mailchimp, Little Green Light, Salesforce, WordPress, Zoom webinars, Givebutler, Givelively, and/or Canva experience

Qualifications:

- Proficiency in Google Suite and social media
- Strong verbal and written communication skills
- Excellent organizational and time management skills
- Strong initiative and ability to work independently without a static daily schedule or list of tasks
- Team-minded; open to feedback and values other viewpoints and ideas
- Flexible, open to changing responsibilities

Salary & Compensation:

- Pay is commensurate with experience, ranging from \$20-\$25 per hour
- PTO package includes 9 paid holidays
- Health and retirement benefits are not available

Level of Language Proficiency:

English is essential; any additional languages are a bonus as our patient community is international

Submit Resume with Cover Letter and Salary Requirements to:

heidi@creatineinfo.org