

# Role: Program Coordinator

## SUMMARY:

The Program Coordinator will support the Paul McBeth Foundation in a variety of functions with a heavy focus on new project execution, and sustainability efforts for existing project sites. The role will also include a number of administrative, and fundraising tasks to support the organization. This part-time role will be fully remote, and will report directly to the Director of Operations.

## RESPONSIBILITIES & DUTIES:

- Administrative Tasks
  - Manage incoming communication through the organization's donor CRM.
  - Update and track organizational metrics to measure success and growth.
  - Provide regular updates to the Director of Operations.
  - Perform additional administrative tasks as needed.
- Fundraising and Donor Engagement
  - Assist with the execution of PMF fundraiser auctions.
  - Facilitate the execution of our donor gratitude plan.
  - Provide support for additional fundraising initiatives as needed.
  - Capture impactful stories from our PMF project sites for fundraising efforts.
- Project Planning/Execution/Sustainability
  - Assist in executing the installation of PMF projects.
  - Support PMF projects with sustainability efforts, including teaching Project Drivers how to run a tournament in their community.
  - Plan and book travel for installation and sustainability trips.
  - Collaborate with the Project Committee to support the selection process for new projects.
  - Manage the Club Partnership program by facilitating communication, recruiting new clubs, and supporting activities within the outlined partnership.

## REPORTING RELATIONSHIP

- This role will report directly to the Director of Operations.

## JOB QUALIFICATIONS

### Minimum Qualifications:

- Proven ability to work independently and meet deadlines.
- Strong communication skills, with a focus on email communication.
- Proficiency with Google Suite and donor CRM systems.
- Prior experience in operations, administration work, and/or project management.

### Additional Preferred Qualifications:

- Familiarity with disc golf and a passion for the sport.
- Previous experience working with nonprofits.
- Event management experience.
- International travel experience.

## COMPENSATION:

- This role is being offered as a part-time role with the expected commitment of 10-20 hours per week.
- Pay rate determined by experience and availability of hours.