**Program Coordinator**

Want a job you can be passionate about? Want to work with others who share that passion? Come join our team at the nonprofit Hemophilia Foundation of Northern California (HFNC) where we provide education, advocacy, support, community and research to individuals and families affected by bleeding disorders. Duties will include:

- Overseeing all elements of special events fundraising and activities, with support from the Executive Director
- Meeting all budgeted revenue and expense projections for all special events
- Stewarding existing sponsors and volunteers to maintain/increase their engagement
- Identifying new sponsors to support the division's special events
- Possessing a demonstrated ability to accomplish results through strong volunteer recruitment and management
- Recruiting, cultivating and serving walk teams, volunteers and committees
- Booking venues, entertainers, photographers, and schedule speakers.
- Training and cultivating interns and volunteers for all events
- Identifying target audiences and building appropriate marketing and recruitment strategies for participants and volunteers
- Implementing plans for assigned fundraising events
- Monitoring and forecasting of each event/activity budget
- Coordinating promotional, marketing and media activities
- Participating in annual budget planning process for special events
- Assisting in the development and implementation of other activities including educational programs and advocacy opportunities
- All other duties as necessary

**Position Requirements**

- Bachelor's degree or equivalent in education, training and experience
- Minimum of three (3) years of work experience in event planning or fundraising, preferably in a similar non-profit environment preferred
- Highly effective organization, multi-tasking, attention to detail, oral and written communication, negotiation, results-driven and interpersonal skills
- Experience managing and motivating and interns and volunteers
- Must be comfortable on the phone and talking with diverse constituents and able to use multimedia/social media communications, such as Twitter, Facebook, Instagram, etc.
- Team player who is enthusiastically committed to promoting the growth and success of HFNC
- High value on transparency, operate with a sense of urgency and independently driven by self-motivation
- Must have the highest level of service excellence, leadership capabilities, accountability and superior stewardship
- Proficiency in MS Office Suite, (Word, Excel, PowerPoint, Outlook) and familiarity with fundraising software is necessary
- Must be able to work a flexible schedule, including occasional nights/or weekends
- Some travel required
- Valid driver’s license
- Ability to stand for extended periods and lift 25 pounds
- Preference for a fully bilingual Spanish speaker

This position is based in our Emeryville, CA office and is full time. Salary is commensurate with experience. To apply for this position, please send a cover letter and resume in English to our Executive Director, Alona Metz at alona.metz@hemofoundation.org.