



## Administrative Specialist

### Background

Founded in 1987, the [Scleroderma Research Foundation](#) (SRF) is the United States' leading nonprofit investor in scleroderma research and is laser-focused on finding a cure for this rare and deadly disease. Led by a [Scientific Advisory Board](#) comprised of some of the most highly regarded scientists in the nation, the SRF's [research program](#) actively seeks out and recruits experts from the fields of immunology, genetics, and fibrosis, as well as experts in cutting-edge technologies to join the scleroderma research community.

### Position Summary

This is a great opportunity for an energetic, self-motivated, experienced, administrative professional to join a respected, national non-profit organization. You'll be a part of a collaborative, high-performance team while making an important difference for scleroderma patients who are counting on the SRF to fund vital research that will lead to a cure for this rare disease. The Administrative Specialist will provide general office support for the SRF's national headquarters including the grant-making functions of the foundation, assisting with event coordination and travel planning for conferences, administrative support for fundraising events, assisting with donor stewardship, responding to requests for information from the scleroderma community, and administrative support for the Executive Director.

### Responsibilities

- Active participation in office management, including handling phones, mail and general clerical tasks
- Administrative management of the research grant program, including assistance with application process, receiving and tracking submissions; processing award letters and payments, and maintaining accurate records of Foundation's grant-making activities.
- Logistics and travel planning coordination for the annual Scientific Workshop and SRF's attendance at national conferences
- Administrative and logistics support for fundraising events.
- Schedule, coordinate, and take minutes for Board and Committee meetings
- Respond to requests for general information from donors and patients
- Assist with donor stewardship as needed (mass mailings, calls, personal emails, handwritten notes)
- Support the Executive Director with administrative and other projects as requested

### Qualifications & Skills

- Demonstrated experience and aptitude in all of the above-mentioned duties
- Detail-oriented with excellent customer service, communications (oral and written) and problem-solving skills
- Non-Profit experience in a healthcare setting preferred
- Proficiency with PowerPoint and Microsoft Office Suite, particularly Microsoft Excel, and a demonstrated ability to perform mail-merge functions
- Proficiency with databases required. Experience with Raisers Edge or other fundraising database preferred
- Highly organized, self-motivated, able to work independently and collaboratively as part of a team
- Bachelor's degree preferred

**About the opportunity:**

This is a **partial work from home opportunity**, candidates will be expected to work out of our San Francisco, CA office (Financial District, 1 block from BART) **at least 2x per week**.

The annual salary for this position is \$75K, commensurate with experience. We provide comprehensive, affordable health care (medical, dental, and vision); life and disability insurance, 403b plan, flex spending account, and a healthy work-life balance with very generous holiday and vacation benefits.

Please send your cover letter and resume to [info@srfcure.org](mailto:info@srfcure.org) and include "Administrative Specialist" in the subject line. Applications will be considered as they are received, and the position will remain posted until filled. **Please tailor your cover letter to highlight how your credentials meet the qualifications listed above.**

The SRF is an equal opportunity employer, committed to a diverse and inclusive workplace. SRF employees are proud of their colleagues, proud of where they work, and proud of the Foundation's research-focused mission.