



Administrative & Events Coordinator

Why be part of the team at the SRF

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.

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.

Essential Job Functions

- Event planning support and travel coordination for the annual Scientific Workshop and SRF's attendance at national conferences
- General event support for SRF's signature gala, Cool Comedy • Hot Cuisine and Collaborating for a Cure: The Patient Forum
- Assist with donor stewardship as needed (mass mailings, calls, personal emails, handwritten notes)
- Administrative support for the research grant program (receiving and tracking submissions, processing award letters and payments, maintaining accurate records of the SRF's grant-making activities)
- General office management (answering phones, responses to requests for general information, processing incoming mail, general administrative tasks)
- Support the Executive Director (meetings preparations, scheduling, minutes, and other administrative projects as requested)

Qualifications Necessary to be Successful

- 1 to 2 years minimum experience working as an event coordinator
- Self-Starter, Positive, Can-do attitude, able to quickly learn new skills, adapt quickly, and problem-solve
- Strong attention to detail with excellent written and verbal communication skills
- Highly skilled with Microsoft Office Suite and proficient with CRM databases
- Highly organized, self-motivated, able to work independently and collaboratively as part of a team

What You Will Enjoy as an Employee of SRF

- Partially remote work-from-home opportunity, working just 2-3 days a week in our San Francisco, CA office (Financial District, 1 block from BART)
- Competitive annual salary of \$75,000 for this non-exempt position
- Generous vacation benefits accruing 3 weeks of vacation within your first year of employment
- Sick leave accrual of 10 days within your first year of employment
- A minimum of eleven holidays recognized during the year
- Medical, dental and vision insurance that is comprehensible and affordable
- Life and disability insurance
- Flexible Spending Account
- Commuter benefits
- 403B Retirement Plan
- Laptop for remote and in-office work
- Friendly, welcoming environment

Please send your **cover letter** and **resume** to srfcure@gmail.com and include “Administrative & Events Coordinator” 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 herein.** No calls, please!

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. Thank you for your interest!