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 • 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!