



Executive Office Coordinator Vacancy Announcement

The Sarcoma Foundation of America (SFA) seeks a creative, insightful, diligent individual to fulfill the critical role of Executive Office Coordinator. The Executive Office Coordinator will support the Chief Executive Officer by proactively completing high-level functions of the Executive Office and working with the Research Department on SFA's grants program and the Engagement Department on projects involving the CEO. The Executive Office Coordinator will help streamline projects across the organization to ensure seamless transitions of all projects involving the Chief Executive Officer's time and feedback.

Reporting to the Director of Operations, the Executive Office Coordinator will support the needs of the Executive Office by overseeing the Chief Executive Officer's calendar, speaking engagements, travel logistics, and other executive office-related tasks. The ideal candidate will have experience working for a nonprofit and supporting a C-Suite Executive.

Responsibilities:

- Work directly with the CEO to support all aspects of her daily work routine.
- Maintain the CEO's calendar, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs.
- Serve as a liaison between the CEO, SFA staff, and the public.
- Provide coordination, monitoring, and communication of projects and programs managed by the Research Department.
- Provide project support for engagement and advocacy activities involving the CEO.
- Assist the CEO in the development of presentations for internal and external audiences.
- Keep the CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Process financial/accounting-related items for the CEO, including expense reports and other payment processing on behalf of the CEO.
- Support the Director of Scientific Affairs with SFA's grants program.
- Work with the Director of Scientific Affairs to update SFA's research website pages.
- Partner with the Director of Operations to maintain office policies and project management as necessary.
- Other operations tasks as assigned.

Requirements:

- Bachelor's degree and or a minimum of 3-5 years of relevant work experience.
- Work independently to prioritize work, set timelines, meet deadlines, and adjust work priorities as necessary.
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint) and ability to manage spreadsheets and databases.
- Proficiency with Customer Relationship Management Systems, Zoom, Teams, Outlook, and Internet tools.
- Resourceful, organized, detail-oriented, and highly responsive.
- Excellent written and oral communication skills.
- Should be able to adapt easily to constantly changing situations, be creative, and able to produce prompt and effective results.
- Some travel required.

This position is exempt/full-time. The staff works primarily remotely; however, some staff travel to the office infrequently throughout the month to prepare for events and complete other tasks. This position will be required to go into the office as needed to help with projects. SFA's office is in Montgomery County, Maryland, outside Washington, DC.

Please email your resume and cover letter with salary requirements to hr@curesarcoma.org with the subject line "Executive Office Coordinator." Resumes will not be accepted without a cover letter or email. No phone calls, please. SFA is an equal-opportunity employer and accepts applications from all.