

BURN FOUNDATION OF AMERICA

Development and Outreach Coordinator

Our mission: To support families through the healing and transition home of patients being served by Joseph M. Still Burn Center.

Burn Foundation of America's mission is to support families through the healing and transition home of patients being served by Joseph M. Still Burn Center, Inc., at Doctors Hospital in Augusta, Georgia, and partner burn centers across the US. We provide lodging for families and patients as they maintain outpatient appointments. In addition, BFA assists patients upon their discharge with services related to their return to independent living, medication, anti-scarring garments and transportation for follow up visits. As a full-service agency, we remove barriers for a successful recovery.

We are looking for someone with a strong vision and willingness to be involved in all aspects of operations, marketing, and the growth of a highly respected and valued human service organization.

What You Will Do:

Donor Relations

- Develop and maintain strong relationships with fire departments, faith partners, donors, and other members of the community, always providing them with an exceptional experience.
- Perform administrative functions related to donor and data collection to ensure all facets are documented in BFA systems including preparation, processing, and acknowledgment.
- Manage, update, and maintain database with vital profile information about newly established partners, fire departments, faith based, new and current donors, and vendors. Assist in data analysis and reporting.

Communication

- Serve as a first point of contact and help engage with opportunities across the organization.
- Ensure the well-being of visitors and staff by creating a welcoming office environment consistent with the BFA values.
- Board Member and Staff Engagement by supporting COO in preparation for meetings, events and guest relations.

Finance and Administration

- Provide assistance to the President/CEO and COO with administrative duties and complete a broad variety of administrative tasks that include coordinating and scheduling meetings for the President/CEO and COO as well as compiling documents for presentations and meetings as needed.
- Provide support to staff with presentation and video conferencing setup and troubleshoot as necessary.
- Manage and execute as part of leadership team all aspects of office operations including incoming and outgoing mail, deliveries, office and kitchen supplies and onsite equipment.

Policies and Procedures

- Oversee organization's shared file systems, ensuring proper file protocol, maintenance, and back-up procedures.
- Document policies and procedures and provide onboarding support for all new staff, including training on shared systems and processes.
- Work with CEO and COO to analyze Policies and Procedures in place, recruit Board input to ensure relevancy and effectiveness for BFA operations and success.

Innovate

- Design and execute new projects and opportunities that enable us to grow stronger as an organization and serve our patients and guests effectively.
- Update fundraisers to improve engagement and participation. Specifically, Faith Partners Appreciation, Burn Survivor Reunion, and Hero's Banquet.
- Serve as a thought partner and support to colleagues to execute work effectively and ensure project deadlines are met.

Who You Are:

- A doer: you have a bias towards action and a proven record of delivering results.
- Strong project manager and problem solver
- Organized, detail-oriented, and effective at managing your time

- Effective at communicating verbally and in writing
- Ability to manage multiple tasks, define and set priorities
- Flexible, agile and entrepreneurial
- Proactive and anticipate needs

What Would Be Great to Bring:

- Bachelor's degree ideal but not required.
- Favor to 5 – 10 years experience with documented results to share with BFA.
- Must exercise discretion with highly sensitive and confidential information and demonstrate good judgment in working with a diverse donor and prospect population.
- Excellent skills and experience with Microsoft Word, Excel, PowerPoint, and Outlook; working with databases and internet research; active social media skills.