



JOB DESCRIPTION

TITLE: Office Coordinator
REPORTS TO: CEO
START DATE: ASAP
SALARY GRADE: Part-time Hourly (20 hrs/week @ \$15/hr)

ORGANIZATIONAL BACKGROUND

Founded in 2005, Pitch In For Baseball & Softball & Softball (PIFBS) helps give the gift of play and contributes to positive youth development by providing equipment to children around the world who need it. Over the past 15+ years, PIFBS has expanded programming and partners to help more than 900,000 boys and girls play ball in every state in the U.S. and more than 100 countries internationally. PIFBS helps to reduce barriers to play by providing equipment grants directly to leagues, schools, and organizations around the world to start, continue, and/or expand their youth baseball and softball programs.

POSITION PURPOSE:

This position is responsible for a range of tasks that support the entire organization. The Office Coordinator position for PIFBS is a unique blend of tasks encompassing programs, fundraising, and administrative. Core responsibilities include but are not limited to donor relations, data entry, generating thank-you letters, answering phones, filing, responding to general info questions, assisting with special events, ordering office supplies, and more.

SPECIFIC DUTIES:

- Program
 - Respond to volunteers who register equipment collection and/or fundraising projects
 - Assisting with creating shipping labels for approved equipment grants
 - Occasional assistance with warehouse/operations duties
- Resource Development:
 - Process monetary and in-kind donations including exporting reports from various platforms, data entry, and generating thank you letters
 - Manage mailings such as the Annual Campaign mailing
 - Work with donors on requested support materials (banners, giveaways, signage)
 - Assemble fundraising packets and materials for meetings
 - Maintain electronic distribution lists on Constant Contact
- Administrative:
 - Taking notes during organizational meetings, typing minutes, answering phones, filing, making copies, scheduling meetings, ordering office supplies
- Other duties as assigned by the CEO

EXPERIENCE, KNOWLEDGE, AND SKILLS:

- Associates degree required; commensurate experience will be considered.
- High level of attention to detail and organization
- Commitment to quality
- Excellent interpersonal and communication skills
- Ability to juggle multiple projects simultaneously while maintaining excellence
- Ability to work independently with little supervision
- Proficient in Microsoft Office, including Outlook, Excel, PowerPoint, Word.
- Familiarity with fundraising databases a plus
- This position occasionally requires periods of increased hours (events, meetings)