



JOB DESCRIPTION

TITLE: Office and Program Coordinator
REPORTS TO: CEO
SALARY GRADE: Full-Time Hourly (40 hrs/week @ \$20/hr)

ORGANIZATIONAL BACKGROUND

Founded in 2005, Pitch In For Baseball & Softball (PIFBS) is the leading nonprofit organization that works to remove equipment as the barrier to participation for underprivileged and at risk children on a global level. It champions leveling the playing field to create equal access so that all children can experience the benefits of the game.

Over the past nearly twenty years, PIFBS has expanded programming and partners to help 2.4 million boys and girls play ball in every state in the U.S. and more than 119 countries internationally. Pitch In For Baseball & Softball is the premier equipment partner for Major League Baseball (MLB)'s Youth Development efforts, Little League International, the Players Trust, MLB teams, Wilson Sporting Goods, and countless other national and grassroots organizations. PIFBS is also a leader in supporting youth service projects, connecting hundreds of children over the years with a meaningful introduction to philanthropy, serving as a vehicle for volunteerism and action.

POSITION PURPOSE:

This position is responsible for a range of tasks that support the entire organization. This position for PIFBS is a unique blend of tasks encompassing program and administrative support tasks. Core responsibilities include but are not limited to data entry, generating thank-you letters, communications to donors, 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
- Fundraising/donor relations:
 - 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
 - Receptionist duties include a focus on front-line, high-frequency visitor interaction and immediate front-desk management.
- 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 adjusted hours (events, meetings)