

Program Services Coordinator

Casey Cares Foundation

The Casey Cares Foundation provides ongoing, uplifting programs to critically ill children and their family members. Established in 2000, Casey Cares is looking to add a smart, creative, motivated staff person to our team of seven. Casey Cares Foundation is small enough to be agile and able to adjust quickly to changing needs. Yet, we are large enough to have a big impact on the more than 1,400 families that we currently serve. Joining our team means getting the opportunity to not only help deserving families, but also to learn and grow your skill set. We reward creativity and hard work at Casey Cares. The chance to innovate and bring new ideas to the table means that every day can bring something new. Check out Casey Cares website and Casey Cares Facebook Page to learn more about our programs.

Position Overview:

The Program Services Coordinator is responsible for coordinating Casey Cares programs for ill children, supervising program staff (volunteers and interns), developing new and existing programmatic donors, and serving as program liaison to foundation staff. This position is for a full-time staffer, however we are also open to a 20 hour part-time employee for the right candidate.

Specific Duties:

Program/Leadership

- Coordinate family programs – outreach to families through phone and email, create and place customized activities with families.
- Maintain patient files, patient database and donor database
- Provide guidance on program effectiveness, new initiatives and potential growth
- Attend program events as needed
- Provide alumni with a continued sense of connection and support from Casey Cares

Development

- Stewarding/Cultivating existing Casey Cares in-kind donors with programmatic updates, thank you notes, etc.
- Working at all major Casey Cares fundraising events
- Perform regular outreach with new and existing partners to secure donations for restaurants, hotels, concerts, special events, sporting events, plays, and other items
- Support monetary fundraising activities and help develop partnerships with new supporters and partners
- Work to activate current and alumni families as supporters for Casey Cares

Communications

- Create/send weekly staff program update
- Update Communication Director with family stories and program information for media alerts, social media, quarterly newsletter and events.
- Provide quarterly reports for the Board of Directors

General

- We require all employees to be vaccinated against COVID-19.
- Casey Cares is a team-oriented, progressive workplace. Applicant must be able to work as a positive member of the Casey Cares team

Job Qualifications:

One to three years of experience in non-profit sector or service industry

Team player, dependable and strong connection to Casey Cares mission.

Proficiency with Microsoft Office, familiarity with databases

Ability to multitask and shift priorities as necessary

Strong verbal and written communication skills with the ability to maintain a positive and professional demeanor in fast paced environments

Must be comfortable with frequent local travel and willing to work evenings and weekends as necessary in order to accomplish job responsibilities

Automobile with applicable insurance

All staff and volunteers must be vaccinated and boosted against COVID-19

Salary and Benefits:

- \$30,000 to \$35,000 salary
- PTO - 15 days to start, additional with seniority
- Retirement plan with employer match
- Paid Holidays
- Health insurance - 90% employer paid
- Short-term disability - 100% employer paid
- On-site gym (if that's your thing)
- Working with a great group of mission-focused people

To apply:

Please submit your resume and cover letter, including salary requirements and position you are applying to CaseyCares@CaseyCaresFoundation.org