

Coordinator, CHPA Education Foundation

Date May 5, 2023	Department CHPA Education Foundation	Location Washington, D.C.
Classification/Status Full-Time, Non- Exempt	Employment Terms At Will	Reporting Relationship Executive Director, CHPA Foundation

Organization Overview

Consumer Healthcare Products Association (CHPA) is the 141-year-old national trade association representing the leading manufacturers and marketers of over-the-counter (OTC) medicines, dietary supplements, and consumer medical devices. CHPA is committed to empowering consumer self-care by preserving and expanding choice and availability of consumer healthcare products. We foster employee engagement and reward staff through challenging work, competitive compensation and benefits, flexible scheduling and time-off options, as well as opportunities to grow and develop professionally.

The Consumer Healthcare Products Association (CHPA) Educational Foundation is a 501 (c)(3) nonprofit organization that is dedicated to helping consumers lead happier, healthier lives by providing information and guidance on how to safely use, store, and dispose of OTC medicines, dietary supplements, and consumer medical devices.

Position Summary

The Coordinator, Foundation is responsible for supporting the Foundation's strategic fundraising efforts targeting donors and prospects for major gifts. The position supports senior staff in the identification, cultivation, and stewardship of donors and sponsors. The Coordinator will also serve as a key liaison for local and national collaborations with retailers and community organizations to support the safe use, storage, and disposal of self-care products. The ideal candidate is a detail-oriented motivated teammate and critical thinker with strong organizational skills and experience working on multiple projects at the same time.

Essential Functions

- Supports the Executive Director in coordinating and implementing the Foundation's major gifts fundraising program.
- Assists in the production and distribution of fundraising materials and case statements; assists in the development and dissemination of donor correspondence, as appropriate.

- Responds to donor inquiries with accurate and timely information; secures donor gifts, develops invoices, and provides donors with relevant materials.
- Assists the Executive Director in the preparation of donor and prospect meetings and presentations.
- Provides reporting and thank you letters to donors, tracks outreach activities in CRM.
- Participates in and assists with the Foundation's annual Gala, including managing the sponsorship program and supporting day-of logistics, as needed.
- Tracks inventory management and coordination of educational material shipping with external vendor.
- Represents the Foundation at events and functions, including community events and the Gala.
- Coordinates and tracks activities for local and national-level collaborations with the Sr. Manager and Executive Director.
- Ensures the schedule, budget and details of a given task are well organized and executed appropriately.
- Communicates with various stakeholders, donors, and partners on specific projects and plans; provides updates to team members on a regular basis.

Required Education and Work Experience

- Bachelor's degree
- Successful track record of conducting outreach to donor targets through various print and digital tactics to achieve fundraising goals.
- Direct experience tracking and analyzing donor outreach and follow-up activities in a database.
- Ability to plan, organize and coordinate project activities with multiple stakeholders and partners.
- Able to prioritize tasks, organize time effectively, and respond to changing deadlines; must have ability to manage multiple tasks at a given time.
- Strong interpersonal and excellent communication skills with proven experience working effectively with a wide range of stakeholders in a diverse community.
- Detail-oriented, dependable, and proactive problem solver with critical thinking skills.
- Excellent computer knowledge; proficiency in MS Office Suite (Word, Excel, PowerPoint, Teams).

Preferred Education and Work Experience

- 2-3 years of fundraising experience for a non-profit organization, preferably with corporate supporters and/or a major gifts program.
- 1-2 Experience working with CRM software such as Salesforce, HubSpot etc.
- 1-2 years' experience using Adobe Creative Suite.

Supervisory Responsibility:

The Coordinator, Foundation does not have any direct reports.

How to Apply

Please enter **Coordinator, Education Foundation** in the subject line of your message and email the following items to jobs@chpa.org.

Letter of interest

Resume or CV

EEO Statement

Consumer Healthcare Products Association is committed to equal employment opportunity and makes all employment-related decisions without regard to race, religion, color, national origin or ancestry, age, sex, disability, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, genetic information, marital status, family responsibilities, personal appearance, political affiliation, matriculation, veteran or military status, union affiliation or any other categories protected by federal, state, or local law (the “Protected Categories”).