

Backpacks of Hope Program Director

The Nephrotic Syndrome Foundation is looking for a motivated, independent, organized and compassionate individual to manage our Backpacks of Hope program. B.Hope is NSF's flagship program and continues to be the main touchpoint between patients and NSF. The individual in this role is critical to the ongoing success of NSF.

Roles and responsibilities can be adjusted to fit the specific expertise of candidate, but would include many if not all of the following areas / duties:

- Receive, manage and track requests, welcoming new patient families to the program
- Manage ongoing patient correspondence
- Oversee assembly fulfillment of requests, ensuring Backpacks customized for each patient at highest level
- Coordinate volunteer events / stuffing parties related to Backpacks of Hope
 - Organize volunteers in advance to prepare cards / pre-assemble items
 - Design and coordinate assembly of informational folders included in Backpacks
 - Oversee / execute major quarterly volunteer events (B.Hope Days)
 - Oversee / execute & follow up on shipments of Backpacks
 - Update database for filled Backpacks and related details post event
- Negotiate pricing and manage procurement of Backpacks and related items (vendor selection, bulk pricing, execute ordering, etc.)
- Plan and execute portion of events where Backpacks are delivered (Camp, Game Day)
- Develop and steward relationships with providers to ensure we are reaching new families as diagnosed (UCSF, Kaiser, LPCH, etc.)
- Develop / improve print materials for use at provider locations to explain and promote Backpacks of Hope program (UCSF, Kaiser, LPCH, etc.)
- Measure and be accountable for Backpacks of Hope project results and impact
- Prepare program updates as needed including detailed metrics and analysis.
- Work with NSF staff / Development to identify and apply for grant funding for program

Qualifications / skills required:

- Minimum of BA or BS Degree.
- High-highest level of proficiency in all office functions and applications including Word, Excel, Powerpoint, Outlook email, and Google Suite (sheets, documents and slides)
- Ability to meet deliverables, stay organized and on track in a dynamic environment
- High level of interpersonal and communication skills required.
- Event planning experience.
- Experience in past management positions.

The Nephrotic Syndrome Foundation (via Social Good) will pay contractor hourly. Contractor will invoice NSF monthly. Hourly breakdown of hours required.