



www.limbpreservation.org
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Littleton, CO 80127
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The Limb Preservation Foundation (LPF)

Administrative Manager Position Description

Position Title: Administrative Manager, Full-time

Compensation: The annual salary range is \$46,000 to \$53,000. Salary will be commensurate with experience.

Benefits: 401k retirement plan with a competitive employer match, PTO, holiday pay, 100% remote from Denver Metropolitan area. Computer and printer provided. Please note that employer does not provide health insurance at this time.

Reports to: Executive Director

Mission and Purpose:

The mission of the Limb Preservation Foundation is providing support and community for those experiencing life and limb-threatening conditions.

The goal of The Foundation is to enhance the quality of life for those individuals facing limb-threatening conditions due to trauma, tumor, or infection through research, patient assistance, and educational programs.

Ideal Candidate:

The Administrative Manager has strong organizational and technological skills. This individual is a team player who is comfortable in a small organization that requires multitasking. We are seeking someone who will have an excellent fit with our team with an easy going personality willing to demonstrate flexibility, humor and adapting to rapidly changing situations if/when needed. This individual is service-oriented with strong relationship skills for dealing with donors, volunteers, board members, the medical community and sponsors.

Responsibilities and Specific Duties:

- Facilitates special events through pre/post event communication with stakeholders as well as onsite coordination during event days
- Helps to manage marketing projects, including contributing to writing newsletters, social media and other communications/correspondence while working collaboratively with marketing specialist
- Coordinates meetings and helps facilitate logistics

- Assists with clerical functions including taking minutes and liaising with partners
- Maintains and manages internal manuals, record-keeping, and creating invoices
- Supports patient assistance committee meetings that review mini-grant applications for patients in need of financial assistance
- Coordinates and communicates with patients and professionals to support record keeping, applications, and distribution of funds
- Manages database and ensures good functionality
- Analyses data and collaborates on targeted outreach
- Helps develop and coordinate mailings
- Contributes support as needed with volunteer coordination
- Other duties as assigned

Qualifications

- Must reside and work remotely from the Denver Metropolitan area
- Must have 3-5 years of past experience in a related role
- Minimum of three years experience working with databases
- Technology experience will include advanced experience with Microsoft Office Suite; WordPress, Canva, Google Docs, Adobe, Bloomerang
- Bachelor's degree and/or nonprofit experience desired
- Highly organized
- Collaborative and team oriented
- Self-motivated
- Demonstrates sensitivity with interpersonal communications
- Individual with positive outlook and team orientation
- Must be willing to travel locally with a reliable form of transportation
- Past experience with maintaining highly confidential information and the ability to work with others with different backgrounds while demonstrating a high level of customer service
- Must have valid driver's license
- Job offer contingent on background check and strong references, particularly from past employers.

To Apply: Include resume, cover letter describing fit for role and reference contact information for 3-5 references with 2 being past supervisors. References will not be contacted without your prior notification. Candidates who do not provide complete applications will not be considered. Employee probation period is six months from start date. Email materials to laurie@limbpreservation.org.

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