



## **Executive Office Manager Vacancy Announcement**

The Sarcoma Foundation of America (SFA) seeks a creative, insightful, diligent individual to fulfill the critical role of Executive Office Manager. Reporting to the Director of Operations, the Executive Office Manager will support the Chief Executive Officer by proactively completing high-level functions of the Executive Office and working with the Research Department on SFA's grants program and the Engagement Department on projects involving the CEO. The Executive Office Manager will help streamline projects across the organization to ensure seamless transitions of all projects involving the Chief Executive Officer's time and feedback. The ideal candidate will have experience working for a nonprofit and supporting a C-Suite Executive.

SFA is the largest funder of private research in the sarcoma community and an organization dedicated to raising sarcoma awareness. SFA advocates for increased research to find new and better therapies to treat patients. The organization raises money to privately fund grants for sarcoma research and education and advocacy efforts on behalf of the entire sarcoma community. Since its inception in 2000, the Sarcoma Foundation of America has invested over \$26 million in research.

### **Responsibilities:**

- Work directly with the CEO to support all aspects of her daily work routine.
- Maintain the CEO's calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements (which may include domestic and international). Exercise discretion in committing time and evaluating needs.
- Serve as a liaison between the CEO, SFA staff, and the public.
- Provide project management and support projects for engagement and advocacy activities involving the CEO.
- Assist the CEO in the development of presentations for internal and external audiences.
- Keep the CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Support projects and programs managed by the Research Department.
- Partner with the Director of Operations to maintain office policies and project management as necessary.
- Other operations tasks as assigned.

**Requirements:**

- Bachelor's degree and a minimum of 5-7 years of relevant work experience.
- Work independently to prioritize work, set timelines, meet deadlines, and adjust work priorities as necessary.
- Excellent written and oral communication and project management skills.
- Resourceful, organized, detail-oriented, and highly responsive.
- Should be able to adapt easily to constantly changing situations, be creative, and able to produce prompt and effective results.
- Some travel is required.

This position is exempt/full-time. The staff works primarily remotely; however, some staff travel to the office infrequently throughout the month to prepare for events and complete other tasks. This position will be required to go into the office as needed to help with projects. SFA's office is in Montgomery County, Maryland, outside Washington, DC.

**Please email your resume and cover letter with salary requirements to [hr@curesarcoma.org](mailto:hr@curesarcoma.org) with the subject line "Executive Office Manager." Resumes will not be accepted without a cover letter or email. No phone calls, please. SFA is an equal-opportunity employer and accepts applications from all.**