



## [APPLY ONLINE](#)

### **Position Summary**

#### **CIBMTR Advancement Program Coordinator I**

##### **Purpose**

Work closely with Director of Advancement and Program staff to coordinate the daily administrative activities of the CIBMTR (Center for International Blood and Marrow Transplant Research) Advancement program. Provide support to the team to facilitate the achievement of the program's goals in Fundraising, Marketing & Communications and Events.

##### **Primary Functions**

- Collaborate on the development of program materials such as CME Credit reports, Staff and leadership benefit emails, ABIM MOC points for the Tandem Meetings including educational materials, marketing materials, websites, forms, and reports.
- Work with program leaders to develop, implement, and maintain comprehensive databases and files related to the Tandem Meetings and fundraising program of CIBMTR.
- Work with Director and team to coordinate the satellite symposia communications for the Tandem Meetings.
- Coordinate communications and annual data collection for the CIBMTR Marketing & Communications team.
- Maintain timeline for Tandem Meetings and Advancement team projects including tracking deadlines for program components.
- Organize internal and external meetings, site visits, and special events.
- Coordinate internal and external program related communications. Manage the Tandem Meetings conference email account inbox, triage, track responses and follow up.
- Collect, analyze, and disseminate CIBMTR Fundraising and Tandem Meetings data.
- Report program data and progress to program stakeholders.
- Participate on appropriate committees relevant to the advancement of the program and the profession.

##### **Knowledge – Skills – Abilities**

Knowledge of computers, clerical procedures, customer service standards, collaboration, and information management.

Organization, time management, interpersonal, communication, and problem-solving skills.

##### **Organizational Structure**

Building: Clinical Cancer Center

Department: Center for International Blood & Marrow Transplant Research (CIBMTR)

Division: CIBMTR Operations

Reports to (Title): Director of Advancement

Direct Reports (Titles): None

Collaborates with (Titles): Scientific Directors, Administrator, Functional Area Program Directors, Grants and Contracts Financial Manager, Business Manager, Biostatisticians, Clinical Research Coordinators and IT.



**Specifications**

*Appropriate experience may be substituted for education on an equivalent basis*

Minimum Required Education: Bachelor's degree

Minimum Required Experience: 2 years

Preferred Education:

Preferred Experience:

Field:

Certification:

**Classification**

Grade Name 10

Full-Time Equivalent 1.0

FLSA Status Exempt

FLSA Test Administrative

Workweek Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job ID 271

Job Name Coordinator

Position Category Research Services

**Job Scope**

*Complexity* – some initiative and occasional judgment required

*Impact* – errors may cause minor damage; work requires regular attention to accuracy

*Autonomy* – performs work without constant supervision; expected results are specifically outlined

*Communication* – proactively provides information to others; ensures appropriate dissemination of information

*Responsibility* – assists others to ensure proper completion of work

*Confidentiality* – supervised when working with confidential information

*Leadership* – may provide periodic training or assistance to others

**Physical Requirements**

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

**Risk Potential**

Infrequent exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

**Sensory Acuity**

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

**Work Environment**

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

**Performance Dimensions****Collegiality**

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

**Excellence and Creativity**

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact missions. Identify and implement new methods to increase efficiency and quality.

**Education and Development**

Participate in design, development and/or evaluation of instructional materials, methods, courses or programs. Seek out mentorship and learning opportunities. Develop and maintain professional affiliations.

**Agility and Judgment**

Resourceful in deviating from the routine; adapt behaviors, priorities and work methods to meet needs of others. Support transformational change to achieve institutional vision and strategies.

**Dependability and Judgment**

Demonstrate logical, rational, and objective decision making. Use analysis, experience and logic to solve problems and offer solutions and suggestions that are effective in addressing problems. Show reliability and accountability in the successful completion of all work.

**Stewardship and Institutional Citizenship**

Be an active and thoughtful participant in institutional initiatives, meetings and committee work. Conserve resources and use in an efficient and cost effective manner across all MCW missions. Look for ways to improve and promote quality within area of influence.

**Disclaimers****Background Check**

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and / or driving record check.

**Equal Opportunity Employer**

The Medical College of Wisconsin (MCW) is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital



status, pregnancy, predisposing genetic characteristic, or military status. Employees, students, applicants or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

### **Diversity and Inclusion**

The Medical College of Wisconsin (MCW) is committed to creating an inclusive and welcoming workplace that includes individuals with diverse backgrounds and experiences. We believe that embracing human differences is critical to realize our vision of a healthier world, and we recognize that a healthy and thriving community starts from within. We strive to integrate our human and social differences into MCW's functioning, strategies and culture to create a diverse and equitable workplace. If you believe embracing individuality and working together makes us stronger, then MCW is the place for you. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

### **Confidentiality**

Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

### **Completeness**

This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.