

Job Description - Sponsorship Program Manager

Sickle Cell 101 is expanding and looking for a fellow “Sickle Cell Nerd” (what we affectionately call our staff) to join our team.

Job Summary

The Sponsorship Manager is responsible for coordinating the sponsorship efforts of the Sickle Cell 101, and for investigating and applying for other funding opportunities.

This part time position will focus on:

- Developing relationships with new sponsors
- Managing existing relationships with current sponsors
- Researching and evaluating suitable granting and funding opportunities
- Compiling the information needed to apply for such grants and funds
- Working in conjunction with other program managers in order to ensure sponsorship tasks are executed on time and within budget

This position is part of the Program Management team and reports directly to the Sickle Cell 101 Leadership team.

Duties and Responsibilities

- Develop initiatives to recruit new sponsors
- Develop and maintain solid long-term relationships with current sponsors
- Develop relationships with appropriate granting agencies
- Identify granting agencies with potential to fund Sickle Cell 101 initiatives
- In conjunction with the leadership team, draft sponsorship packages and grant applications
- In conjunction with fellow program managers, ensure that sponsorship packages and grant applications are complete, executed, and updated when necessary by required deadlines
- Ensure that Sickle Cell 101 fulfills all of its sponsorship agreements, and notifies sponsors once complete
- Ensure yearly sponsorship packages are delivered to all appropriate sponsors with additional follow up if need be

Skills

Strong written and verbal communication, ability to network, ability to manage and execute multiple accounts, ability to self-organize, team player, experience with a variety of project management tools

About Sickle Cell 101

SC101 is a Silicon Valley-based non-profit organization that specializes in sickle cell education. Over the years SC101’s global and world-renowned platforms have become reliable sources of information trusted by patients, caregivers, healthcare providers, and other stakeholders. Our educational resources encompass information for sickle cell disease (SCD) and sickle cell trait (SCT). SC101 is the largest online global platform solely dedicated to sickle cell education. Our work is dedicated to providing evidence-based, patient friendly content to the sickle cell community and that is what sets us apart.

SC101 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive and open environment for all employees.