



The Vascular Birthmarks Foundation (VBF) is seeking a full-time Business Operations Manager to join its team. The candidate must live in the Capital Region of New York, but the position is primarily remote. This position would assist the VBF President/Founder in their work in the United States and abroad. The ideal candidate is a motivated self-starter with the ability to work independently in a fast-paced nonprofit, with a passion for the VBF mission. Please note: VBF is a virtual organization. Some travel required.

Responsibilities include:

- Serve as primary point of contact for VBF events including conferences, clinics, and fundraisers
- Supervise daily operations and programs in accordance with the strategic mission
- Support the Director of Communications in virtual and printed communications
- Manage assigned part-time and volunteer staff and contractors
- Draft and maintain internal and external documents and organizational records
- Maintain correspondence with key stakeholders
- Plan and maintain daily budget
- Monitor and assist with grant writing and donor stewardship
- Support and assist overall business development efforts of a growing organization
- Manage accreditations and compliance
- Lead or support implementation of program areas
- Oversees development, including donor management and communications
- Ensures annual operations align with budget and assist with financial compliance

Requirements:

- Bachelor's degree
- 5-7 years experience in business operations, preferably with nonprofit organization
- Highly organized, with attention to detail
- Development and fundraising experience
- Experience with Wordpress and Google Suite preferred
- Excellent communicator, both written and verbal
- Knowledge of Microsoft Office and Google Suites

- Interest in and appreciation of VBF's mission
- Personal experience or knowledge of vascular birthmarks a plus

About Vascular Birthmarks Foundation:

Founded in 1994 as an international charitable organization, VBF works around the world to connect families and individuals affected by vascular birthmark, tumor or syndrome to medical professionals for evaluation and/or treatment. VBF provides informational resources and sponsors physician education, research, and programs that promote acceptance of people living with birthmarks. VBF also sponsors international medical missions to treat vascular birthmarks and holds an annual conference connecting patients, doctors, educators and supporters.

VBF is an equal opportunity employer, and welcomes applicants of all ages, abilities and backgrounds. For more information, please visit www.birthmark.org.

TO APPLY: Please send your résumé and a brief cover letter describing your qualifications and interest in the position to vbfpresident@gmail.com with “Business Operations Manager” in the subject title.