BELIEVE BIG
Hope and Healing for Cancer

Believe Big | 11350 McCormick Road, Executive Plaza I, Suite 100, Hunt Valley, Maryland 21031
www.BelieveBig.org

Position: Events & Office Administrator
Location: Hunt Valley, MD Office
Reports to: Chief Operating Officer

Introduction
Believe Big is a non-profit Christian organization founded by Ivelisse and Jimmy Page after her battle with stage IV colon cancer. Established in 2011, Believe Big is bridging the gap between conventional and complementary medicine for those facing and fighting cancer. Believe Big provides patients with hope, help, and healing. This role requires our staff to live/work through these core values:

Faith - "We believe it before we see it."
Teamwork- "We are better together."
Integrity- "We do the right things for the right reasons."
Compassion- "We love, care and serve."

About the job

The Events & Office Administrator is a dynamic, mission-driven role combining **event planning and execution** with **office administration and operational support**. This position plays a vital role in creating meaningful, well-executed events while ensuring smooth day-to-day office operations. The ideal candidate is organized, proactive, people-oriented, tech-savvy, and passionate about Believe Big's mission.

This role supports fundraising, donor and community engagement, volunteer coordination, and internal operations—serving as a welcoming and professional presence for patients, donors, volunteers, and partners.

Responsibilities

Event Planning & Management

- Plan, organize, and execute Believe Big fundraising, donor appreciation, educational, and community outreach events.
- Collaborate with leadership to define event goals, timelines, budgets, décor, logistics, and desired outcomes.
- Research and coordinate venues, vendors, sponsors, catering, AV, décor, and permits.
- Oversee event registration, guest lists, seating, and on-site operations.

- Serve as a primary point of contact for vendors, volunteers, sponsors, and guests during events.
- Lead event setup, breakdown, and troubleshooting with professionalism and grace.
- Track event metrics, attendance, fundraising results, and prepare post-event evaluations.

Office Administration & Operations

- Professionally manage front desk operations, phones, and office reception.
- Greet patients, guests, donors, and visitors with warmth and compassion.
- Maintain office supplies, coordinate maintenance, and monitor office needs within budget.
- Schedule meetings, manage calendars, and provide administrative support to staff.
- Process incoming donations, receipts, and invoices for the Chief Operating Officer.

CRM, Data & Technology

- Maintain accurate and confidential donor and patient records within the CRM.
- Input donations, manage donor lists, and coordinate mailings and reports.
- Proactively generate reports and ensure data accuracy across systems.
- Willingness to learn new technology platforms and evaluate process improvements.

Volunteers, Apparel & Inventory

- Recruit, train, schedule, and coordinate volunteers for office support and events.
- Oversee volunteer communications and appreciation initiatives.
- Manage apparel inventory, fulfill online orders, and assist in-office merchandise sales.
- Collaborate on design and analysis of promotional merchandise and inventory trends.

Marketing & Communications Support

- Partner with the Creative Director on event promotions, invitations, signage, and collateral.
- Support social media and communication efforts related to events and community engagement.

Qualifications and Skills

- Strong written and verbal communication skills are important.
- Excellent organizational, time management, and multitasking abilities.
- High attention to detail with strong follow-through.
- Ability to build positive relationships with donors, volunteers, vendors, and community partners.

- Experience with event planning, hospitality, nonprofit development, or office administration (3+ years preferred).
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and comfort with CRM systems.
- Ability to lift up to 40 pounds and assist with physical event setup.
- Valid driver's license and reliable transportation.
- Part-time position Monday – Thursday 10 am – 5 pm (28-32 hours per week) willingness to work some evenings and weekends as needed. Hourly $20-$25 per hour.

Personal Attributes

- Mission-driven with a faith-centered approach to work.
- Positive, upbeat, and service-oriented attitude.
- Calm under pressure; adaptable and solution focused.
- Team player with strong initiative and professionalism.
- Health-conscious and aligned with Believe Big's wellness values.

Education: College degree preferred and/or 3+ years of relevant experience in events, program development, hospitality, or nonprofit operations.

How to Apply: To apply, please email your resume, cover letter, and three professional references to Dannielle@believebig.org. Use the subject line: Events & Office Admin. Application– [Your Name}