

303 West Lancaster Ave. #334  
Wayne, PA 19087

844.823.2873  
info@thebeefoundation.org  
www.thebeefoundation.org

# The Bee Foundation

## FOR BRAIN ANEURYSM PREVENTION



### TBF BOARD OF DIRECTORS

**Christine Kondra**

Co-Founder & Director, Research & Policy  
The Bee Foundation  
Co-Owner  
Cornerstone  
Wayne, PA

**Erin Kreszl**

Co-Founder  
The Bee Foundation  
Wayne, PA

**Glenn Becker**

Managing Director  
Birch Run Investments  
Exton, PA

**Sally Freedman**

Managing Director  
Texas Capital  
Dallas, TX

**Todd Helton**

Founder  
IEventcraft Studios  
Greenville, SC

**Michael Kane**

Media Executive & Consultant  
Wilmington, DE

**Brian Mahoney**

Vice President  
Veeva Systems, Inc.  
Hoboken, NJ

**Steve McIlwain**

Senior Executive  
Vynamic  
Philadelphia, PA

**J Mocco, MD, MS**

Chair of Neurological Surgery  
Weill Cornell Medicine  
New York, NY

**Alison Sedney**

Marketing Consultant  
Easton, MD

**Mark Stevens**

Managing Director  
Hartford Funds  
Mason, OH

**Morgan Stoviak**

Supervising Producer  
CNN  
Washington, DC

**Zac Yezi**

Principal  
Orogen Group  
New York, NY

### Technology & Data Coordinator

Reports to: Meg Fell, Executive Director

Position Type: Part-Time, approximately 15–20 hours per week

Salary: \$30/hour

Location: Hybrid

### Position Summary

The Technology & Data Coordinator supports The Bee Foundation's website, CRM, project management system, additional technology platforms, and organizational data. This hands-on role will have primary responsibility for maintaining and improving TBF's website while ensuring its digital systems and data are accurate, efficient, and well integrated. The ideal candidate is tech-savvy, highly organized, and comfortable managing websites, databases, and digital platforms in a small, mission-driven organization.

### Key Responsibilities

#### Website & Digital Platforms

- Manage and maintain TBF's website, including content updates, event and program pages, forms, links, and other functionality.
- Ensure website content is current, accurate, user-friendly, and consistent with TBF's brand.
- Work with staff and outside vendors on website enhancements, troubleshooting, integrations, and ongoing improvements.
- Monitor website performance and analytics and recommend opportunities to improve the user experience and engagement.
- Support integrations between the website, CRM, fundraising platforms, email marketing, and other digital tools.

#### CRM & Data

- Maintain accurate donor, constituent, and organizational data within TBF's CRM and fundraising platforms.
- Manage data imports, exports, segmentation, reporting, and routine database maintenance.
- Conduct regular data reviews to identify duplicates, inconsistencies, and opportunities to improve data quality.
- Create reports and dashboards to support fundraising, events, marketing, and organizational decision-making.

### **Technology Support**

- Help manage TBF's technology platforms, user access, subscriptions, and vendor relationships. Current platforms include Bloomerang, Slack, Notion, and Wordpress.
- Troubleshoot routine technology issues and coordinate with outside providers when needed.
- Identify opportunities to streamline systems, automate processes, and improve efficiency.
- Maintain basic documentation of systems, processes, and technology procedures.

### **Qualifications**

- 2–4 years of experience in website management, digital platforms, CRM/database management, or a related area.
- Experience managing and updating websites through a content management system.
- Strong technical aptitude and comfort learning new platforms.
- Experience with CRM, fundraising, email marketing, and analytics platforms preferred.
- Strong attention to detail, organization, and problem-solving skills.
- Ability to work independently and manage multiple priorities in a small-team environment.

### **What Success Looks Like**

TBF's website is current, engaging, easy to navigate, and effectively supports fundraising and awareness, while the organization's technology platforms and data are accurate, integrated, and efficient. This role will help ensure TBF has the digital infrastructure needed to grow its reach and impact.

**If you are interested, please email your resume to [meg@thebeefoundation.org](mailto:meg@thebeefoundation.org).**