



11350 McCormick Road, Executive Plaza 1, Suite 100 Hunt Valley, MD 21031

www.BelieveBig.org

Position: Believe Mug Program Manager

Reports to: Director of Patient Impact

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 to heal in all aspects of life; not just physically, but emotionally and spiritually as well. This role requires our staff to uphold and live out our statement of faith and 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

We are seeking a highly organized, compassionate, and mission-minded individual to manage and grow the Believe Mug program. This part-time role coordinates all activities related to Believe Mug paintings, mug distribution to patients, volunteer support, supply management, and partner pottery studio relationships.

The Believe Mug Program Manager helps ensure that each mug painting event is successful, that mugs are thoughtfully distributed to patients and cancer support organizations, and that the program continues to reflect the heart and mission of Believe Big. This position requires strong attention to detail, excellent communication skills, reliable transportation, and a willingness to represent Believe Big at community events.

RESPONSIBILITIES

- **Believe Mug Painting Events:** Plan and execute Believe Mug painting events with schools, businesses, places of worship, community groups, teams, and other organizations. Coordinate event details, supplies, delivery and pick-up of mugs and materials, set-up, clean-up, reminders, photography, acknowledgments, documentation, and payment details.

- **Event Representation:** Attend all Believe Mug painting events with 25 or more painters from set-up through clean-up, including transporting mugs, glaze, brushes, and other supplies. Speak on behalf of Believe Big and advocate for the mission during painting events.
- **Off-Site Event Coordination:** Coordinate drop-off and pick-up of mugs and supplies for off-site Believe Mug painting events with fewer than 25 painters.
- **Program Promotion:** Promote Believe Mug painting opportunities through social media and help create and implement new ideas to increase participation in the program.
- **Mug Distribution:** Coordinate local distribution of Believe Mugs, including delivery or volunteer delivery to hospital contacts, events, cancer support organizations, and other appropriate recipients.
- **Annual Events:** Plan and execute annual Believe Mug events, including the Johns Hopkins Children's Cancer Center inpatient painting and Horizon Day Camp painting. Identify and pursue additional annual opportunities that further Believe Big's mission through Believe Mugs.
- **Pottery Studio Coordination:** Coordinate pick-up and delivery of painted mugs to and from partner pottery studios, including Meltdown in Eldersburg, Maryland. Maintain strong relationships with studio partners and ensure timely communication.
- **Inventory and Organization:** Organize mugs for distribution, storage, and events. Monitor inventory, recognize trends or need, and help ensure a positive experience for mug recipients.
- **Billing Coordination:** Verify billing for mug purchases and firing costs with pottery studio partners and coordinate as needed with the Director of Finance.
- **Internal Collaboration:** Collaborate with other team members on Believe Big events, mug inventory needs, new event ideas, and program planning.
- **Records and Systems:** Maintain and update all Believe Mug-related information *in Dropbox* and other relevant systems to ensure accurate records and consistent messaging.
- **Volunteer Support:** Support, encourage, and coordinate volunteers who assist with packaging Believe Mugs and helping with Believe Mug events.

QUALIFICATIONS

- **Clear Communication:** Ability to communicate professionally and effectively, both verbally and in writing.
- **Organization:** Strong ability to coordinate multiple events, contacts, supplies, deadlines, and follow-up details.
- **Mission-Minded:** Passion for Believe Big's mission and a heart for serving patients and families on the cancer journey.
- **Event Coordination:** Comfortable planning, preparing for, and attending community-based events.
- **Public Speaking:** Comfortable speaking on behalf of Believe Big at Believe Mug painting events and with community partners.

- **Volunteer Leadership:** Ability to support, encourage, and coordinate volunteers with compassion and clarity.
- **Administrative Expertise:** Detail-oriented with strong administrative and documentation skills.
- **Responsiveness:** Prompt in responding to texts and emails.
- **Positive Attitude:** Maintains a “glass half-full” outlook.
- **Tech-Savvy:** Comfortable using Dropbox, social media, and basic administrative systems, or willing to learn.
- **Reliability:** Dependable, flexible, and able to follow through on commitments.
- **Transportation:** Reliable transportation required for local deliveries, supply pick-ups, and event support.
- **Physical Ability:** Able to lift and transport boxes of mugs and event supplies and assist with set-up and clean-up.

EDUCATION

College degree preferred and/or 3+ years of professional, administrative, event coordination, volunteer management, or nonprofit experience.

HOURS

15-20 hours per week. Flexible shifts based on program needs.

LOCATION

In-person/hybrid position based in Hunt Valley, Maryland. Local travel required for Believe Mug events, deliveries, and partner studio coordination.

If you are passionate about making a difference in the lives of those affected by cancer and meet the qualifications outlined above, please contact Dannielle Ellington, at dannielle@believebig.org.

***Include a cover letter explaining why you are the ideal candidate for this role.**