

Histiocytosis Association Job Description

Date: October 25, 2022

Position Title: Fundraising Events Coordinator

Position Classification: Full Time

Reports to: Director of Community Relations & Fundraising

Overview: The Fundraising Events Coordinator is responsible for supporting the Histiocytosis Association's mission through the planning, creation, and execution of our programs through the coordination of volunteer and internally organized fundraising and awareness events, as well as supporting various campaigns and appeals for fundraising. The Fundraising Events Coordinator assists in identifying opportunities for sponsorship and grants, manages donor relationships, and aids the Outreach Department in outreach efforts with the patient-family community, health care community, and the greater histio community. This is an entry to mid-level position with tremendous opportunity for growth in a fun, engaging, and rewarding global nonprofit association! Direct experience is always a plus, however willingness to learn and passion for helping the rare disease community is equally as important!

Essential Duties and Responsibilities:

- Coordinate multiple volunteer-organized fundraising and awareness events, in addition to the management of existing Association-led events and the development of new events
- Respond to new fundraising enquiries and promote fundraising across the broader community
- Assist with organization-led direct mail and annual giving campaigns
- Increase member engagement in fundraising activities
- Document, track, and report on all fundraising projects, maintaining an annual calendar of events and analyzing effectiveness and growth of each
- Create and manage online event management tools, resources, and initiatives
- Compose, edit, and maintain event-related content for our website, newsletters, and emails
- Monitor and maintain records regarding charity accountability standards
- Engage with various organizations and programs to identify resources for the histiocytosis community and develop high impact ways to share (clinical trials, financial support, transportation support, treatment advancements, etc.)
- Attend fundraising and awareness events as a member of the Association team, assisting with tasks including but not limited to set up and break down, registration, engaging with families, and participating in the event's activities.
- Engage in other projects as needed in support of the organization's mission

Employment Requirements/Qualifications:

- Bachelor's degree in related field of study
- Computer proficiency in Microsoft product suite
- Proficiency in Adobe Design Standard or higher, a plus
- Experience in website management and content creation
- Experience in web design and coding preferred
- Experience with Blackbaud Raiser's Edge, Luminate Online, or equivalent systems preferred
- Experience with graphic design preferred but not required
- Excellent leadership, organizational, and project management skills
- The ability to handle multiple priorities, troubleshoot, and be solution-oriented
- The capacity to work independently and in a team environment
- Excellent verbal and written communication skills
- Knowledge of social media planning, content management, and content creation
- Familiarity with nonprofits, comfort engaging with patients, families, medical professionals, and other organizations, including answer phone calls and emails
- Experience in grant writing and opportunity identification a plus

Physical Requirements:

- While performing the duties of this job, the employee may be required to stand, walk, sit, climb stairs, stoop, or kneel
- Most of the work is performed indoors. Some work may be required to be performed in varying climates, conditions, and locations.
- Must be able to lift 35-35lbs if needed, and perform basic set up & take down of event equipment (folding tables, carrying boxes, setting up displays, etc.)

Interested in joining our team? Please email your resume and cover letter to jobs@histio.org!

**Due to the collaborative nature of this role, candidates with ability to travel to the office in Pitman, New Jersey on a semi-regular basis preferred, however those outside the general area of Southern New Jersey-Philadelphia are still welcome to apply.*