



October 11, 2019

EVENT COORDINATOR - POSITION ANNOUNCEMENT

ABOUT:

Kids Cancer Alliance, Inc. is seeking a **full-time Event Coordinator** to leverage their skills and experience to plan, organize, and implement fundraising events, which are designed to support the achievement of annual fundraising goals. Ideal candidates will be highly organized, excel in a workplace that is fast-paced and dynamic, can build relationships with a spectrum of people (from event guests with high standards, to program and event volunteers), communicate clearly and professionally, and can focus on the details of special events and bring a bold, big-picture approach to driving funding to support the mission and work of Kids Cancer Alliance.

The Event Coordinator position is a full-time opportunity based at our Louisville, KY office, requiring in-person meetings and event attendance. Some evenings and weekends may also be required so a flexible schedule is necessary. The Event Coordinator works with staff and volunteers to plan, coordinate, and implement events designed to raise funds for, and promote community awareness of, Kids Cancer Alliance's programs and services. Responsibilities include, but are not limited to, supporting and contributing to event planning and logistics, organizing contracts, working with volunteer committees, day of event support as directed, as well as cultivating opportunities and managing independent fundraising events.

The Event Coordinator must have excellent verbal and written communications skills and an understanding of donor and volunteer-centered communications. The Event Coordinator must be able to work independently while maintaining a consistent schedule as well as be a team player with a willingness to jump in and help wherever needed. The ideal candidate is a collaborative team member, who is detail oriented with exceptional organizational skills, has experience with technology and communications, and has excellent interpersonal communication skills.

OUR MISSION:

Beginning with our first oncology camp in 1981, thousands of brave and amazing kids have found a reprieve from fighting cancer and a powerful alliance of support at Kids Cancer Alliance.

Over the years, we've expanded and created new programs to meet the needs of the families we serve. We provide sibling and family programs, in-hospital and financial support, quarterly events and more. And thanks to our donors and volunteers, it's all still absolutely free for everyone.

All of our programs are designed to achieve our mission of enhancing the quality of life for children with cancer and their families. Kids Cancer Alliance, Inc. is a registered 501(c)3 non-profit organization.

QUALIFICATIONS:

The ideal candidate demonstrates:

- Strong interpersonal communication skills.
- Strong writing and editing skills with attention to detail.
- Ability to function independently with minimal supervision.
- Able to manage multiple tasks while prioritizing responsibilities and meeting deadlines.
- Experience using a computer and appropriate software.
- Leadership skills and ability to function as a team member.
- Minimum of a Bachelor's Degree is required.
- Must pass criminal background check.
- Experience with event planning is preferred.
- Flexible schedule, as some evenings and weekends are required.

POSITION SUMMARY:

The primary focus of the Event Coordinator position will be to plan, organize, and implement special fundraising events that are designed to support the achievement of annual fundraising goals.

RESPONSIBILITIES:

KCA Fundraisers – 50%

- Assist in the planning and implementation of Kids Cancer Alliance's fundraising events including Concert for the Cause, Concert for the Cause Lexington, and Tennis Tournament.
- Establish new fundraising events with the support of the Philanthropy Director.
- Coordinate event logistics including site layout, event volunteers, and day-of programming.
- Work with Community Engagement Coordinator in the development of event-related marketing materials (e-mail, web, social media, print) to cultivate volunteers and event guests.
- Coordinate details related to venues, catering, entertainment/speakers, a/v, etc.
- Oversee solicitation and coordination of silent and live auction items for events.
- Support vendors, event volunteers, and guests with direction and guidance as needed.
- Work with the Philanthropy Director to monitor the success of events and to identify opportunities for enhancement and expansion to increase philanthropic support.
- Work special events as directed including preparation, set-up, event execution and tear-down.

Independent Fundraisers – 15%

- Serve as a primary contact for individuals and organizations that conduct independent fundraising events for Kids Cancer Alliance.
- Represent Kids Cancer Alliance at independent fundraising and community events.
- Assist the Board of Directors in hosting events.
- Seek out new fundraising event opportunities – races, festivals, etc.

Corporate Fundraisers – 15%

- Develop partnerships with corporate donors to establish new fundraisers.
- Cultivate relationships with existing corporate fundraising partners.

Other Events – 5%

- Serve as the primary lead for in-office events, open houses, lunch and learns, etc.
- Assist the Community Engagement Coordinator in planning the volunteer appreciation event.

Development Support – 5%

- Assist in coordination and management of the donor stewardship plan.

Office/Administrative – 5%

- Reporting
- Personnel

Teamwork – 5%

- Work together with the Kids Cancer Alliance staff to deliver the best possible events for our guests and families we serve.
- Assist the Program Team in planning as needed.
- Attend and assist staff at Kids Cancer Alliance volunteer orientation and training and other events as requested.
- The work schedule for this position can typically include some evening and weekend hours and will involve some travel within the region (Kentucky).
- Other duties as assigned.

COMPENSATION: Annual Salary commensurate with experience, competitive benefits package.

APPLICATION PROCESS:

Interested and qualified candidates should email cover letter, resume, and a minimum of two professional references to: info@kidscanceralliance.org Please include "Event Coordinator Position" in the subject line.

DEADLINE to apply is October 25th.

To learn more about Kids Cancer Alliance, visit www.kidscanceralliance.org and our Facebook page at <https://www.facebook.com/KidsCancerAlliance>

Kids Cancer Alliance, Inc. is an Equal Opportunity Employer