



Events Coordinator – Norwalk, CT

Organization Overview: The MMRF is a world-recognized leader in cancer research. Its mission is to find a cure for multiple myeloma by relentlessly pursuing innovation that accelerates the development of next-generation treatments to extend the lives of patients. We are seeking an Event Coordinator to join our team in Norwalk, CT.

Position Overview: The MMRF Events Team is an international program reaching over 30,000 people and raises over \$10M annually. The team is comprised of approximately 10 professionals that work collaboratively across four sectors: The MMRF Team for Cures 5K Walk/Run Program held in 13 US cities, Endurance Events that span marathons to epic climbs and cycle events, to our Independent and Signature Events.

The Events Coordinator is primarily responsible for supporting the greater Events Team via support in planning and execution of various fundraising and awareness programs. This individual is a self-starter AND a team player and responsible for cultivating participant and supporter relationships delivering flawless events while maximize fundraising. He/she should be familiar and adept with timeline, program and marketing management and execution, participant recruitment, fundraising concepts, event logistics and all social media channels.

Essential Functions:

- Work independently and collaboratively across various internal and external groups in developing and implementing timelines including fundraising, logistics, recruitment, marketing and sponsorship.
- Coordinate registration and event logistics and troubleshooting.
- Identify, recruit and manage individuals/team members to maximize fundraising goals.
- Collaborate and coordinate promotional activities to ensure successful events to enhance awareness of the Foundation and its mission.
- Cultivation and integration of all participants, doctors, volunteers, pharmaceutical partners and sponsors.
- Professionally and effectively, represent the Multiple Myeloma Research Foundation and its mission to community, donors, and other entities.
- Communicate aspects of pre-event operations such as outreach, recruitment, social media posts, newsletters and coordination of participants.
- Create new innovative and user-friendly avenues for recruiting participants.
- Collaborate with Events teams and across departments to work together toward common goals, including improving systems, cross cultivating with all other MMRF Departments.
- Oversee relevant administrative duties with regard to donations, updating fundraiser donation pages, and data entry.
- Willing to travel to various events, weekend travel required.



Qualifications:

- Bachelor's Degree
- 0-3 years of fundraising development/events fundraising experience required.
- Excellent verbal & written communication skills
- Strong organizational skills; detail and interpersonal skills; good presentation skills.
- Ability to lead volunteers, vendors and partners to effectively meet goals and experience expectations.
- Demonstrated ability to provide impeccable customer support.
- Demonstrated project management skills including prioritizing projects with multiple and often competing deadlines; ability to work under pressure.
- Demonstrates knowledge of coordination and event management.
- Comfort with Public speaking opportunity and or willingness to learn?
- Experience creating social media content.
- Computer literacy; ability to use Windows-based software (Word, Excel, PowerPoint) as well as proficiency with CRM systems; Salesforce CRM experience a plus.