

**Job Title:** Events Coordinator  
**Department:** Development Department  
**Status:** Full time, exempt

The Lymphoma Research Foundation (LRF) seeks an energetic Distinguished Events Coordinator to join its Development Department. Located in New York City, LRF is the nation's largest non-profit organization devoted to funding innovative research and serving the lymphoma community through a comprehensive series of education programs, outreach initiatives, and patient services. The Foundation's mission is to eradicate lymphoma and serve those impacted by the disease.

## **About the Foundation**

LRF is dedicated to finding a cure for lymphoma, the most common form of blood cancer, by funding biomedical research and supporting the next generation of lymphoma researchers. With the guidance of the Foundation's prestigious Scientific Advisory Board, which is comprised of 45 of the world's leading lymphoma experts, LRF invests in the research and scientists which have the greatest potential to improve our understanding of lymphomas and lead to improved treatment options for patients. To date, the Foundation has funded more than \$67 million in research focused on the origins and treatment of lymphoma.

Through comprehensive disease guides and publications, in-person conferences, and online resources, the Foundation provides education for people with lymphoma, as well as their loved ones and caregivers. A robust suite of LRF patient services provide direct support to people who have received a lymphoma diagnosis. These services include the national Lymphoma Helpline, a Clinical Trials Information Service, Lymphoma Support Network and patient aid grant program. An industry leader in digital communications, the Foundation maintains a strong presence on multiple social media platforms and has won national awards for its innovative use of social media to educate cancer patients. LRF developed a first of its kind mobile app for people with lymphoma which was recognized by Apple as one of the best medical apps in the country. The Foundation also provides continuing medical education programs designed to increase the knowledge, skills and performance of healthcare professionals who treat and care for people with lymphoma.

For more information about LRF please visit [www.lymphoma.org](http://www.lymphoma.org).

## **About the Opportunity**

LRF seeks a talented non-profit professional who is eager to grow professionally as its Distinguished Events Coordinator. The Coordinator will help to implement a diverse portfolio of fundraising events, including the annual gala, golf invitational, wine tastings and other select events. This position reports to the Associate Director of Distinguished Events.

### **Responsibilities:**

- Serve as primary support to the Associate Director on all fundraising events in the Distinguished Events portfolio
- Coordinate event mailings, facilitate data entry of event responses, event revenue, and coordinate/record follow-up and support confirmation
- Develop sponsorship and event collateral materials
- Work with event sponsors to ensure benefit delivery
- Coordinate raffles, auctions and other ancillary fundraising activities, including solicitation of in-kind goods and services
- Coordinate vendors and day-of volunteers for events
- Assist with the preparation and coordination of menus, sound, lighting, rentals, and entertainment for events
- Prepare event supplies and coordinate on-site setup and breakdown
- Conduct market research and identify constituents for partnership and sponsorship opportunities
- Collaborate with other departments to provide relevant content for LRF Event websites and ensure targeted event promotion; maintain accurate records for event revenue and expenses, including proper financial reconciliation and acknowledgments
- Participate in post-event analysis and donor acknowledgment activity
- Coordinate department stewardship activity and record keeping

- Maintain a working knowledge of LRF's mission and programs to promote the Foundation's fundraising, research and patient initiatives
- Provide administrative support and perform other organizational tasks as assigned

**Qualifications:**

- Bachelor's degree required
- Must be able to report to the NYC office on a daily basis when the office re-opens
- Minimum of 2 years of nonprofit professional experience required; Prior events or marketing experience preferred
- Excellent organizational, writing, and communications skills required
- Very strict attention to detail required
- Outstanding ability to work well under pressure, on a broad variety of projects in a fast-paced deadline-oriented environment with shifting priorities to meet time-sensitive deadlines, and coordinate multiple projects simultaneously
- A demonstrated ability to work well with others, as well as be self-directed
- Highly skilled with Microsoft Office products; Blackbaud Products and Adobe Suite is preferred, ability to learn new software programs
- Willingness to travel for LRF Events (domestic), and work nights and weekends when needed
- Traveling to/from events will be required – must possess a valid driver's license
- Ability to lift and move supply boxes of 25 lbs. during event preparation and execution

**How to Apply**

- Please email resume and cover letter with salary requirements to Rebecca Rausch, Associate Director of Distinguished Events, at [events@lymphoma.org](mailto:events@lymphoma.org) and place "Events Coordinator" in the subject line.
-