



Development Event Coordinator Position Description

Location: Virtual

Category: Full-Time

Field: Non-profit; mission-driven organization

Reports to: VP and Chief Development Officer

About Cholangiocarcinoma Foundation

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who [lost a loved one to cholangiocarcinoma](#), CCF has grown to become the leading global resource in research, education, and public awareness. The organization's core values are patients first, collaboration over competition, innovation, and urgency.

The **Development Event Coordinator** will be the key staff contact leading the identification, participant recruitment, team management, and recognition efforts to increase volunteer fundraising throughout the United States and beyond. They will serve as a resource and liaison for event organizers, participants, sponsors, and donors. The Development Coordinator for Events will work collaboratively with the Development Officer to support and maximize the efforts of Facebook fundraisers. The Development Event Coordinator will manage the organization's online awareness store.

RESPONSIBILITIES

- Serve as the organization lead to promote, support, engage, and steward individuals hosting volunteer (third-party) fundraisers for CCF
- Develop and update tools and resources for volunteer event management, and serve as the main point of contact for event coordinators
- Ensure that event organizers adhere to volunteer fundraising guidelines, follow communications and branding standards, and represent CCF positively consistent with our values.
- Partner with the VP, Development, Development Officer, and Major Gift Officer to imagine/create, plan, and implement events for cultivating and stewarding individual donors at varying donor levels, including major donors and campaign donors.
- Creatively develop recognition and stewardship opportunities for event organizers and participants.
- Work with the annual giving team to support, encourage, and engage Facebook fundraisers
- Work collaboratively with staff to assist with Annual Conference event management
- Develop marketing content to assist with recruitment; follow up with interested participants
- Create an incentive program to reward high performing fundraisers
- Manage the CCF online store operations
 - planning and purchasing of inventory, management of logo designs, proofs, etc.
 - tracking inventory and restocks
 - planning marketing campaigns, request needed graphics, create content for social media/eblast campaigns
 - creating store budget
 - verifying all invoices from Prodigy (TeamCCF, AC, Misc, CCF Awareness Store), monthly and yearly reporting
 - planning the live store at AC - product pickup, volunteers, training, POS.

Cholangiocarcinoma Foundation

5526 West 13400 South, #510 – Salt Lake City, Utah 84096 – U.S.A.

www.cholangiocarcinoma.org



SKILLS AND QUALIFICATIONS

- The ideal candidate will have a minimum of two year's experience with event management or fundraising
- Must be a self-starter who can identify new opportunities, areas for improvement, and service gaps and develop solutions to address challenges independently
- Experience with Microsoft Office, databases, and social media required

OTHER REQUIREMENTS

- Works cooperatively in a team setting with a 'can do' attitude
- Flexibility, adaptability, and open to change
- Background check

Compensation:

Salary Range: \$40,000 - \$50,000

Benefits: Health Insurance (Medical, Dental, Vision), Life Insurance, Disability Insurance, PTO, and 401(k)

Location:

The Foundation is a virtual organization. Therefore, residency in Salt Lake City, UT, is not a condition of employment. The selected candidate will be required to travel to Utah for meetings and throughout the U.S. as needed

To apply, send resume, cover letter (INCLUDE POSITION NAME), and salary requirements to HR@cholangiocarcinoma.org *All applicants MUST submit a cover letter, resume, and salary requirements to be considered for the position.*

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.