

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

The Lymphoma Research Foundation (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. LRF's mission is to eradicate lymphoma and serve those touched by this disease. To date, the Foundation has awarded approximately \$60 million in lymphoma-specific research.

LRF is seeking an Events Coordinator to join the Distinguished Events Team. The Coordinator will help to implement a diverse portfolio of fundraising events, including the annual gala, golf outing, luncheons, wine tastings and other select events.

#### Responsibilities:

- Serve as primary support to the Manager and Director on all fundraising events in the Distinguished Events portfolio
- Facilitate data entry of event responses and track event income
- Coordinate event mailings and track follow-up to confirm support
- Assist in the development of sponsorship and collateral materials
- Work with event sponsors to ensure benefit delivery
- Assist in event committee recruitment and participate in committee meetings
- Coordinate raffles, auctions and other ancillary fundraising activities, including solicitation of in-kind goods and services
- Coordinate day-of volunteers for events
- Prepare event supplies and assist with on-site setup and breakdown
- 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
- Ensure accurate recording of event details in LRF's management information systems
- 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
- One to two years of relevant experience required, ideally in a non-profit setting
- Prior fundraising experience preferred
- Excellent oral and written communication skills
- Detail-oriented and highly organized
- Ability to work in an 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 independently
- Skilled with Microsoft Office products; Blackbaud Products preferred, ability to learn new software programs
- Willingness to travel for LRF Events (domestic), and work nights and weekends when needed
- Possess a valid driver's license and be willing to drive to/from events when traveling
- Ability to lift and move supply boxes during event preparation and execution

#### Apply:

- Please email resume and cover letter with salary requirements to [tzitay@lymphoma.org](mailto:tzitay@lymphoma.org) and put "Events Coordinator" in the subject line. Please note that all applicants invited to participate in the interview process will also be **required** to complete an application and are subject to a background check. If you wish to view the application, click [here](http://www.lymphoma.org/atf/cf/%7BAAF3B4E5-2C43-404C-AFE5-FD903C87B254%7D/LRF%20EMPLOYMENT%20APPLICATION_TEMPLATE_UPDATED%2012.2017.PDF). ([http://www.lymphoma.org/atf/cf/%7BAAF3B4E5-2C43-404C-AFE5-FD903C87B254%7D/LRF%20EMPLOYMENT%20APPLICATION\\_TEMPLATE\\_UPDATED%2012.2017.PDF](http://www.lymphoma.org/atf/cf/%7BAAF3B4E5-2C43-404C-AFE5-FD903C87B254%7D/LRF%20EMPLOYMENT%20APPLICATION_TEMPLATE_UPDATED%2012.2017.PDF).)