

Position: Events Program Coordinator
Supervisor: VP- Fundraising & Communications
Location: Downingtown, PA
Status: Full-Time Position
Supervisory Responsibility: No

Must be willing to regularly travel throughout the US and work weekend events.

Position Summary:

Work with the FARA Team to execute an engaging series of fundraising and educational events. The Event Program Coordinator will help plan and grow FARA's signature athletic fundraising program- rideATAXIA. rideATAXIA includes 4 events across the country, plus a local "neighborhood" component. Responsible for all of the event management details, the Event Program Coordinator will lead local volunteers and committees to plan and execute safe and successful rideATAXIA events that build engagement within the FA community, raise funds to support FARA's mission and elevate awareness of Friedreich's ataxia. The Event Program Coordinator will also support FARA's robust grassroots program and educational symposiums with onsite administrative support and community outreach.

The successful candidate will have professional event management experience, excellent interpersonal/ teamwork skills, and will have demonstrated interest in the health and human service industry.

Professional Experience Requirements:

- Bachelor's degree required
- Prior professional event planning experience, minimum of 3 years required (Athletic event coordination preferred)
- Non-profit experience or experience in related service industry
- Experience with donor management software; Raiser's Edge and Classy products preferred
- Proficient with a variety of software programs (Microsoft Office – Word, Excel, PowerPoint, Publisher and Adobe Acrobat)

Skills Requirements:

- Focus on customer service
- Strong written and verbal communication skills
- Attention to detail
- Time management and organizational skills
- Ability to work in a team setting

Essential Responsibilities:

Coordinate nationwide rideATAXIA program (>\$1M program)

- Plan & Execute (4) rideATAXIA cycling events across the United States
 - Liaison with event production contractor on all event logistics
 - Manage all vendor contracts within budget
 - Utilize software templates to create event/ fundraising websites for events
 - Assist rideATAXIA Program Director with Sponsor outreach and relationship management
 - Manage registration lists, participant swag allocations, and respond to questions/ troubleshoot concerns for participants and fundraisers
 - Manage local communications, onsite at the event, the days prior to each ride in person (*Must be willing to travel and work weekends for all 4 events. Current events locations include Gainesville, Chicago, Philadelphia, and Dallas. Trips are typically 3-4 days long*)
 - Adopt a hands on approach to see all key event tasks to completion, such as working with the event production contractor to mark the ride courses, set up and break down event venue

- Manage Volunteer/Committee Support
 - Organize and run monthly Planning Committee meetings
 - Recruit volunteers to adequately staff all rides
 - Secure in-kind donations
 - Primary point of contact for all volunteers
 - Acknowledge volunteer efforts post event

- Reporting- regularly prepare registration and donation reports to support program activity

- Foster engagement, sustainability and growth of the program

- Promote participation within the events
 - Support the fundraising efforts of participants with regular communications from FARA about impact on research
 - Actively contribute new ideas to improve efficiency and provide a fresh event experience
 - Assist rideATAXIA Program Director with development of the “virtual” rideATAXIA Hometown component of the program

Assist the Director of Special Projects with organizing and hosting Research Receptions- educational gatherings for FA families throughout the country

- Help prepare materials for each meeting (ie name tags, signage, attendee folders)
- Serve as the onsite logistics lead for each meeting, ensuring room set-up, AV, and catering is set to specification
- Serve as registration lead for each meeting, welcoming each family to the event

Provide onsite support as needed for additional FARA fundraising events

- Represent FARA at events such as grassroots events hosted by local volunteers
- Onsite event work includes support activities such as setting up the physical event space, managing registration, running auction software for the event, speaking on behalf of FARA both publicly and one on one with donors, breaking down the event

Ensure accurate, timely and stakeholder friendly communications with all stakeholders. Follow established organizational policies and procedures and compile information and reports as required.

Demonstrate ability to learn and adapt to changing procedures, methods or processes.

Use a team approach when working with volunteers and the FARA fundraising team.

Provide first-rate customer service as front-line stakeholder contact.

Ensure that all FARA stakeholders are communicated to in a clear, consistent and timely manner utilizing strong written and verbal skills to address stakeholder needs.

Attention to detail demonstrating accuracy and efficiency in word processing, data entry, and business correspondence.

Coordinate work activity efficiently, and check that work has been carried out to specification.

FARA is an Equal Opportunity Employer. FARA shall not discriminate because of race, color, age, sex, disability, genetic information, national origin or ancestry, or religion.

FARA requires all employees to be fully vaccinated for COVID-19 including any boosters recommended by the CDC as a condition of employment unless there is an approved exemption.

If employed by FARA, employees agree to accept and certify to abide by both FARA's Child Safekeeping Policy and FARA's Code of Conduct at www.curefa.org/mission under the Policies and Disclosures tab.

FARA offers competitive benefits including medical, dental, life, long-term disability and paid family and medical leave benefits, plus a 401K retirement plan.

How to Apply: Email a cover letter and resume to Jamie.dean@curefa.org . Include "Event Program Coordinator" in the subject. Application deadline: March 15, 2023