



So that no one faces cancer alone®

**STRATEGIC EVENTS COORDINATOR
Washington, DC**

The Cancer Support Community (CSC), the largest nonprofit provider of social and emotional support for people affected by cancer, is seeking a **Strategic Events Coordinator** for its headquarters office in Washington, DC. Under the general direction of the Senior Director for Development, the Strategic Events Coordinator will manage the planning and execution of special events designed to engage, cultivate and steward prospective and current donors, stakeholders, corporate partners and advocacy supporters of the Cancer Support Community headquarters. Working closely with front-line fundraisers and the leadership team, the Strategic Events Coordinator develops strategies to plan and manage all CSC signature events, including the annual Spring Celebration gala, Cancer Policy Institute (CPI) events, Research Institute (RTI) events, Board/President's Council/Leadership Council events and receptions, Team CSC Nation's Triathlon events, campaign events, and other cultivation activities involving major donors and prospects.

The Strategic Events Coordinator will support CSC's fundraising and development efforts by utilizing the Results Plus database (or other such tool) to input and update donor information as it pertains to all CSC-hosted events and to generate reports and targeted mailing lists that are complementary to these events. Additionally, this individual will collaborate on the creation and management of a new CSC events database system and also evaluate event outcomes by comparing event attendance and giving histories.

The Strategic Events Coordinator will serve as the primary point person and resource for all headquarters departments and senior leadership in event identification and creative planning. The selected individual will facilitate teamwork with various units to develop and implement strategic event concepts and strategies and build effective working relationships with vendors and suppliers. Additionally, the Strategic Events Coordinator will manage the selection process for event venues, including site visits, contract negotiations, relationships with vendors and donor hosts, and budgets and expenses for each event. This individual will also prepare all event documents for distribution to the CEO, President, and other senior leadership as appropriate prior to each event, including detailed timelines, briefings, guest directories, seating charts and staffing plans.

The **Strategic Events Coordinator** will develop and maintain highly professional standards and procedures for production of events in keeping with the image and reputation of the Cancer Support Community. The individual selected for this role will be a self-starter, experienced in fundraising and all aspects of event planning, and must possess a passion for and commitment to fulfilling CSC's mission. This individual will report directly to the Senior Director of Development.

MAJOR ROLES AND RESPONSIBILITIES

- Creates, manages and implements large & small-scale meetings, events and activities as assigned (e.g., Annual Gala, CPI & RTI events, salon events, DC and NYC Leadership Council meetings and events, trunk shows, etc.).
- Develop short- and long-term events strategy plans, timelines and goals to optimize revenue.
- Responsible for managing event budgets and developing cost-efficient, creative and effective ways to increase net revenue.
- Develops creative options for event locations, theme and choice of food vendors, while remaining within budget parameters and in alignment with the CSC mission.
- Sources, negotiates, and serves as the liaison between CSC and suppliers including hotels, ground transportation providers, audiovisual companies, etc.
- Manages and oversees list selections, distribution of online invitations, mailings, production of printed materials, captures and tracks RSVPs, coordinates breakout assignments based on RSVP response, and registers, organizes travel needs and provides critical event details to speakers, hosts and attendees as needed.

- Maintains exemplary relationships with outside caterers and vendors. Collaborates in cultivating sponsorships and individual relationships and identifying appropriate new relationships with businesses and individuals for gift bag, raffle/auction and other event-related donations.
- Develops and revises floor plans as needed to ensure optimal event flow and attendee comfort.
- Manages all logistics of on-site registration for events, including registration location, signage, meeting materials, and receiving and shipping of supplies.
- Ensures that adequate human resources have volunteered and/or been hired to appropriately service and support events.
- Coordinates regular check-in meetings and works collaboratively with all levels of team members across functional areas as appropriate to ensure a smooth planning process.
- Delegates tasks and provides direction to team as needed.

REQUIRED SKILLS AND EXPERIENCE

- Bachelor's degree in Business, Marketing, Communications, Event Management or related discipline.
- One or two years of experience with a database system, including data entry and analysis.
- At least two years of experience in all aspects of event planning.
- Strong project management skills.
- Highly effective problem solving and time management skills.
- Proficient skills in Microsoft Word, Access and PowerPoint as well as advanced proficiency in Excel formulas and mail merges.
- Excellent interpersonal, written and verbal communication skills, including the ability to develop trusted and productive relationships with staff, vendors, partners and donors.
- Cross-functional team player.
- Excellent organizational skills, including the ability to proactively pre-plan event logistics and identify and resolve in advance any potential gaps in or risks to the effective execution of events.
- Ethical, honest, and professional manner and performance of all work.
- Ability and willingness to work extended hours, including some evening and/or weekend event support.
- Ability and willingness to travel, including weekend travel up to 25% of the time.
- Ability to execute tasks in a thorough, composed, accurate and timely fashion while managing multiple, competing priorities.
- A valid, state-issued driver's license.

SALARY AND BENEFITS

In addition to a competitive base salary, we offer: comprehensive medical, prescription, vision, and dental coverage; paid vacation and sick time; short-term and long-term disability insurance; flex spending accounts: transit, healthcare, and dependent care; life insurance; and optional participation in an employee contribution Tax Sheltered Annuity plan.

HOW TO APPLY

To apply, please submit a resume and a cover letter that describes how your experience and skills relate to the above-described responsibilities and challenges of this position, to careers@cancersupportcommunity.org. Only applications submitted via email will be considered. ***The Cancer Support Community is an equal employment opportunity employer.***

ABOUT CANCER SUPPORT COMMUNITY

As the largest professionally-led nonprofit network of cancer support worldwide, the CSC is dedicated to ensuring that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community. CSC achieves its mission through three areas: direct service delivery, research and advocacy. The organization includes an international network of affiliates that offer the highest quality social and emotional support for people impacted by cancer, as well as a community of support available online and over the phone. The CSC Research and Training Institute conducts cutting-edge psychosocial, behavioral and survivorship research. CSC engages in patient advocacy through its Cancer Policy Institute, informing public policy in Washington, D.C. and across the nation. For more information, please call the toll-free Cancer Support Helpline at 888-793-9355, or visit www.CancerSupportCommunity.org.