

Job Title: Events Coordinator



Full Time Exempt Position with the Breast Cancer Research Foundation of Alabama (BCRFA), a nonprofit organization located in Birmingham, AL. The BCRFA's mission is "to help find a cure for breast cancer by funding promising breast cancer research and to promote awareness and funding for that research." Funds raised by BCRFA support breast cancer research initiatives in Alabama.

Summary:

The Events Coordinator plans and executes fundraising and awareness events, provides logistical support for and serves as a BCRFA representative at community events, and seeks new event partnerships for the BCRFA. Current BCRFA events include: a casino night, two golf tournaments, an archery tournament, a motorcycle ride, a BBQ competition, a disc golf tournament, and a 5K run/walk (organized with support from the BCRFA Junior Board). The Event Coordinator manages events from start to finish, ensuring they run smoothly and maximize the funds raised to support breast cancer research.

Duties and Responsibilities:

- Plan, manage, and execute fundraising and community events from start to finish with attention to financial and time constraints
- Oversee all event operations, working with BCRFA team members and volunteers as needed to achieve the organization's objectives
- Solicit, organize, and communicate volunteer support for events
- Procure raffle items, auction items, prize, etc. for events as necessary
- Solicit and track event contributions from donors, sponsors, and strategic partners, ensuring all contributions are acknowledged in a timely manner
- Assist the Marketing & Communications Director with drafting and editing promotional event copy (for social media, local event calendars, press, event website, etc.)
- Proactively handle any arising issues and troubleshoot problems on the day of the event
- Evaluate event success and prepare reports and analysis for the President & CEO
- Establish and maintain relationships with vendors and venues and serve as main contact with throughout event process
- Other duties as needed to support the organization's mission

Job Competencies:

- Experience planning events with a proven track record of success.
- Exceptional interpersonal skills
- Excellent communications skills, both written and oral
- Well-organized with ability to seamlessly multi-task in a fast-paced environment
- Demonstrated ability to work independently and as a team
- Grace under pressure
- Keen problem-solving ability
- Significant attention to detail

Qualifications:

- Bachelor's degree in related field (work experience may substitute for education requirement)
- 2-3 years of related job experience
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook)

- Experience using online donor management platforms a plus (e.g. Network for Good)
- Familiarity with Google Drive apps (e.g. Google Docs, Sheets, Forms) preferred
- Strong interest in nonprofit fundraising and breast cancer research
- Ability to work flexible hours including nights and weekends when needed for an event

To apply, send resume and cover letter to Beth Davis, bbradner@uab.edu

About the Breast Cancer Research Foundation of Alabama

Founded in 1996, the **Breast Cancer Research Foundation of Alabama (BCRFA)** is a nonprofit organization whose mission is to help find a cure for breast cancer by funding promising breast cancer research in Alabama and raising community awareness and funding for that research. BCRFA funds promote a comprehensive approach to battling breast cancer by promoting collaborative and innovative research to help diagnose, treat, prevent, and eradicate the disease.

With community support, **BCRFA has invested over \$12 million in life-saving breast cancer research** and treatments across Alabama since its founding in 1996. Most recently, in December 2021, we announced an annual investment of \$1.225 million to our grantee partners, including the O'Neal Comprehensive Cancer Center at the University of Alabama at Birmingham (UAB), Auburn University, CerFlux, the Mitchell Cancer Institute at the University of South Alabama, the University of Alabama, Southern Research, and HudsonAlpha Institute for Biotechnology. **All funding stays in Alabama, but the impact is worldwide.**

Learn more about our mission and breakthroughs at www.bcrfa.org.