



**Outreach and Event Coordinator**  
Ann Arbor, MI

Established in 2011, the Michigan Ovarian Cancer Alliance (MIOCA) strives to save women's lives by promoting the early detection of ovarian cancer and improved treatment outcomes. MIOCA raises awareness of ovarian cancer, provides resources and support to survivors and their families, advocates both locally and federally, educates Michigan communities, and funds innovative ovarian cancer research.

**General Description:**

Fundraising and awareness events are a major source of MIOCA's income and provides direct contact with our community of survivors and families, medical professionals and supporters. We are looking for a compassionate candidate who wants to contribute his/her skills and experience to support MIOCA's mission and objectives. Our ideal candidate is a highly organized self-starter who can juggle multiple projects simultaneously. S/he is professional yet friendly, and can build relationships with a wide spectrum of people including event volunteers, ovarian cancer survivors, and business and health care representatives. Our future Outreach and Event Coordinator can write and speak well, and can manage the numerous details of a special event while bringing a big-picture approach to our outreach efforts. Under the direction of the Executive Director and working closely with staff and volunteers, the Coordinator will act as MIOCA's liaison throughout the state.

**Key Responsibilities:**

**Coordinate and expand awareness/fundraising events throughout the state, including:**

- Manage all logistic and administrative aspects of 2-3 existing events/year, and develop one new "signature" event, including:
  - Develop and implement event timelines and workplans from planning through implementation and evaluation.
  - Build successful relationships with sponsors and event participants for the purposes of promoting MIOCA and facilitating other opportunities for partnership.
  - Recruit, manage, and motivate event volunteers, ensuring they are provided with clear roles, objectives and expectations.
  - Work with a team to promote events to sponsors, participants, and the public.
  - Maintain and support utilization of Peer-to-Peer fundraising software platform where appropriate.
  - Coordinate "day of" logistics including working with vendors and volunteers.
  - Ensure events operate within budgets and fiscal guidelines.
- Support and expand third-party events throughout the State.
  - Develop event management policies and procedures to guide future events and activities.
  - Develop systems to support third-party event volunteers as needed including:
    - Volunteer recruitment and retention.
    - Sponsorship identification and recruitment.
    - Event marketing, media relations and overall execution.

**Design and implement an outreach plan to support existing and cultivate new relationships throughout the state:**

- Steward and cultivate relationships with organizations, institutions, and individuals throughout the state to expand MIOCA's statewide impact.
- Working with the MIOCA team, identify programmatic needs and interests throughout the state and develop plans for response.
- Work with program staff to develop systems to identify ovarian cancer survivors and newly diagnosed women and girls throughout the state and connect them with appropriate MIOCA programs.

**Coordinate Volunteers:**

- Oversee volunteer recruitment and retention among existing and new volunteers.
- Identify volunteer interests and match them with appropriate MIOCA personnel for assignments.
- Help develop volunteer position descriptions and responsibilities for event and programmatic volunteers.
- Regularly communicate appropriate plans, activities and benchmarks with volunteers.

**Minimum Qualifications:**

- Bachelor's Degree and/or 3-5 years of experience in a relevant field.
- Proficiency with Microsoft office and Google Suite, and experience using Peer to Peer fundraising software.
- Demonstrated success in nonprofit fundraising event coordination.
- A track record of building and maintaining relationships with individuals and businesses.
- Demonstrated success coordinating and inspiring volunteers.
- Excellent leadership and organizational skills, including the ability to prioritize tasks.
- High integrity and excellent judgment.
- Excellent written, verbal and electronic communication skills.
- Ability to work evenings and weekends as needed, including additional hours surrounding events.
- Ability to travel across the State of Michigan as needed to perform job duties. A reliable, personal vehicle must be available for travel. Travel costs will be reimbursed.
- Work requires walking, standing for long periods of time, bending, reaching, lifting boxes, and unloading supplies. Requires ability to lift items up to 30 pounds.

Salary commensurate with experience. At this time MIOCA does not offer benefits other than required employment taxes.

**Applicants should submit a cover letter and a resume to [jobs@mioca.org](mailto:jobs@mioca.org) no later than Sunday, January 20, 2019.**