

**Title:** Events & Marketing Program Coordinator  
**Exempt/Non-Exempt/Contract/Temporary:** Exempt  
**Full-Time/Part-Time:** Full-Time  
**Reports To:** Events & Marketing Manager  
**Direct Reports:** 0

**OUR MISSION:**

The Ulman Cancer Fund for Young Adults (UCF) changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

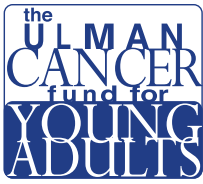
**YOUR ROLE IN OUR MISSION:**

The UCF Events & Marketing Program Coordinator will be responsible for the success and continued growth of UCF's annual partnered and signature events and serve as support to the Events & Marketing Manager. The Coordinator will support and implement a comprehensive event, marketing, and volunteer strategy with the goals of increasing revenue and engagement and developing a widespread, first-class reputation to support fundraising, collaboration, and growing programs.

**Responsibilities:**

- Serve as planning and logistical support for the organization's events, including the major annual events like the Blue Jeans {& Bowties} Ball, Screw Cancer Brew Hope, and the Beard Off as well as partnered events
- Strategically plan events from top to bottom including budgeting, ticket structure, sponsorship packages, vendor contracts, oversight of expenses
- Assist in development and implementation of event marketing through various channels including our website, email, press releases, our blog, and social media channels
- Oversee day-of event production including run-of-show, audio visual, silent and live auctions, raffles, food and beverage, and volunteer coordination
- Assist in execution of event programs (Audio visual, music, scripts, timing, speakers, etc)
- Negotiate contracts with vendors and partners
- Oversee committees which may include auction, sponsorship, and volunteer committees
- Recruit, cultivate, train, and manage volunteers for organization's events
- Sponsorship fulfillment
- Relationship building with vendors, partners, speakers, volunteers
- Recruiting and oversight of Events & Marketing Interns as needed

[ulmancancerfund.org](http://ulmancancerfund.org) > 410.964.0202 > [info@ulmanfund.org](mailto:info@ulmanfund.org)



## **Essential Skills & Requirements**

- High School Degree: required
- College Degree: required
- 1-3 years hands-on event experience: required
- Excellent writing and speaking skills: required
- Proficient in Microsoft and G Suite: required
- Ability to interact professionally: required
- Ability to adapt quickly to changing priorities and tight deadlines, while maintaining attention to detail and quality: required
- Able to work both independently and in group settings: required
- Understanding of mission and programs of organization: required
- Social media advertising experience: preferred
- Social fundraising experience: preferred
- Professional networking experience: preferred
- Web – ability to make minor website updates in Wordpress: preferred

## **General**

Must be willing to travel in state and inter-state (less frequently) and must have access to transportation to areas within the state that may not be accessible by public transit system. Willingness to work evenings and weekends, as required.

## **UCF Work Environment**

UCF has been recognized over the past 2 years by the *Baltimore Business Journal* and *Non-Profit Times* as one of the Best Places To Work. We have an open, fun, inspiring, and collaborative environment. Your teammates are committed to improving the lives of young adults impacted by cancer as well as helping their family and loved ones. We work hard and play hard. Being a small nonprofit, teammates wear many hats and pitch in to ensure tasks are completed excellently and on time.

**To Apply:** Interested candidates should submit a cover letter and resume to [jobs@ulmanfund.org](mailto:jobs@ulmanfund.org) with "Events & Marketing Coordinator" as the subject line