



**CENTRAL OHIO CHAPTER  
NATIONAL HEMOPHILIA FOUNDATION**  
*for all bleeding and clotting disorders*

## Position Description

### Event Coordinator

**Position Type:** Full-time Employee

**Salary:** Competitive salary and benefits depending on experience

**Reports to:** Executive Director

#### **Summary:**

The Central Ohio Chapter of the National Hemophilia Foundation is seeking an enthusiastic, self-motivated and detail-oriented individual to take the lead in coordinating its major fund raising events and assist in the coordination of a variety of programmatic events.

#### **Responsibilities:**

- **Coordinate the annual Hemophilia Walk** including leading the Hemophilia Walk Planning Committee, renewing and securing corporate, in-kind, and media sponsorships, promoting the event to potential participants, coordinating logistics, recruiting and overseeing a volunteer force of around 100 people, updating the Walk web site, publicizing the Walk in the local media (television, radio, print), and maintaining donor and volunteer records.
- **Coordinate the annual Spring Concert** including performing data collection and analysis on potential concert acts, communicating with artist managers, booking agents, and the concert venue, renewing and securing corporate and media sponsorships, and recruiting and overseeing a volunteer force of around 20 people.
- **Provide logistical and on-site support for programmatic events** such as “Family Fun Days,” weekend retreats, and educational conferences. Assist the Executive Director by creating promotional materials, preparing mailings, maintaining reservation lists, working with facilities, caterers, and other vendors, and coordinating day-of-event activities.
- **All other duties, as assigned.**

#### **Requirements:**

- Bachelor’s degree in business administration, public administration or related field OR at least 2 years of experience in event planning, fundraising, or non-profit administration.
- Experience working for a non-profit organization, especially in a fund raising role, is highly preferred.
- Experience coordinating large-scale events preferred.
- Willingness to work some nights and around 10 weekends per year.

#### **Preferred Skills and Abilities:**

- Strong organization and time management skills
- Strong written and verbal communication skills
- Professional and persuasive demeanor
- Strong meeting and/or event facilitation skills
- Graphic design and desktop publishing

#### **To apply:**

E-mail a cover letter and résumé by February 28, 2012 to Rob Alexander at [ralexander@hemophilia.org](mailto:ralexander@hemophilia.org).  
No phone calls please.