



Fundraising Event Manager (new!)
Full-Time position (Hybrid)
Location: Must be based in Maryland, D.C., or Virginia Area

About The Sarcoma Foundation of America (SFA)

The mission of the Sarcoma Foundation of America (SFA) is to advocate for sarcoma patients by funding research and increasing awareness about this rare disease. SFA raises money to privately fund grants for sarcoma researchers and conducts education and advocacy efforts on behalf of sarcoma patients.

Our goal is to eliminate pain and suffering due to sarcoma by:

- Advocating for increased government funding against sarcoma
- Increasing public awareness regarding early detection of sarcoma
- Providing education to sarcoma patients

Role

Sarcoma Foundation of America (SFA) seeks a creative, insightful, diligent individual to fulfill the critical role of **Fundraising Event Manager**. This role requires someone who thrives in fast-moving environments, can manage multiple complex events simultaneously, and knows how to turn execution into impact. You'll bring structure to ambiguity, maintain control across shifting priorities, and continuously improve how events perform over time.

The Fundraising Event Manager is responsible for managing all aspects of the event portfolio and is an integral part of the Events team - providing logistic support, strategic event planning, and contributing to overall goals.

In this role, you will articulate SFA's goals, mission, and programs to prospective and current donors in a compelling and strategic manner. You will work collaboratively with internal departments to advance the success of the SFA's (20) events.

What You Bring

We're looking for a highly organized, detail-oriented person who understands that great events are both an experience and a growth engine. You're comfortable managing complexity, working with multiple stakeholders, and holding a high bar for quality across every detail. You're proactive, solution-oriented, and able to identify and solve problems.

The ideal candidate will have experience working in nonprofit and event management skills.

Reporting To:

National Director, Fundraising Events

The main responsibilities include the following areas:

Donor Engagement:

- Ability to organize, motivate, and lead volunteers to success through committee engagement.
- Adhere to best practices and event timelines. Ability to work with participants, donors, and volunteers remotely.
- Work with volunteer committees on event logistics and fundraising activities.

Vendor Management:

- Negotiate vendor contracts, including venue, production, photography, and entertainment.
- Build strategic partnerships and long-term relationships with key vendors to secure competitive rates and exceptional service.
- Manage the procurement of vendors for specific assigned events.
- Communicate timely with vendors, suppliers, and city officials on all details pertaining to events, to ensure successful execution.

Event Management & Execution:

- Ensure each event is completed smoothly and proactively resolve any problems that might occur.
- Serve as a primary point of contact for assigned events.
- Evaluate event success through post-event reporting and engagement metrics.
- Travel required: Approximately 3-4 events throughout the year. Travel time is typically 2 days per event.
- This position will be required to work from SFA's HQ office in Bethesda, MD, at least **2-3 days per week**.
- Oversee and track the inventory of event supplies at the HQ office.
- Manage all outgoing/incoming shipments to/from HQ for each event.

Requirements:

- Bachelor's degree in a related field and/or a minimum of 3 years of relevant work experience.
- Must be a self-starter who is able to work independently, and complete tasks assigned.
- Knowledge and ability to apply fundraising best practices in a non-profit environment.
- Strong project management and problem-solving skills are important.
- Self-driven learner with the ability to follow through and complete assigned tasks.
- Comfortable working remotely and collaborating across departments and teams.
- Ability to adapt to different work styles and behaviors.
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint) and ability to manage charts, spreadsheets, and databases.

- Excellent written and oral communication skills.
- Should be able to adapt easily to constantly changing situations, be creative, and able to produce prompt and effective results.
- Willingness to work occasionally flexible hours to execute events. Ability to travel approximately 15%.

NOTE: This position is exempt/full-time and works in a hybrid environment. Travel to and from, and working in the HQ office in Bethesda, MD is required at least 2-3 days per week.

Please email your resume and cover letter with salary requirements to hr@curesarcoma.org with the subject line "Event Manager." Resumes will not be accepted without a cover letter or email. No phone calls, please. SFA is an equal opportunity employer and accepts applications from all.