



## **SPECIAL EVENTS ASSOCIATE**

Sharsheret, a fast-paced and growing national breast and ovarian cancer organization, seeks a full-time, hybrid/remote Special Events Associate in our Teaneck, NJ office with a focus on building institutional corporate relationships. Reporting to the Chief Development Officer and working with the development team, the Special Events Associate is responsible for event planning, coordination and execution of events, including but not limited to major fundraising benefits. Additionally, the Special Events Associate assists with donor appreciation and is assigned to various development related functions.

## **RESPONSIBILITIES**

### **NY and NJ Benefits** - New Jersey, Long Island, and NYC

- Lead collaboration with the marketing and development teams on benefit concept, graphic design/production/printing and event marketing
- Create and manage event timelines, program, and task lists
- Direct the creation and mailing of printed and digital invitations
- Prepare and manage the event budget and provide progress reports to the development team
- In coordination with the development team, help recruit honorees, chairs, and committee members
- Provide staff support to the honorees, chairs, and committee members
- Direct the creation of promotional and honoree videos alongside production companies
- Oversee logistics associated with development and production of the event videos
- Research and negotiate costs and services with vendors for venue, catering, A/V, technology, video presentations, décor, giveaways, check-in, etc.
- Manage all event logistics i.e. registration, check-in, seating, etc.
- Support program production and "run of show"
- Develop and process donor and sponsor registration pages, receipts, and thank you letters together with the donation processing team
- Oversee proper acknowledgment for major donors in connection with the benefits

### **Regional Events**

- Advise and support regional staff as needed for benefits, Board-led fundraisers and young professional events across the country
- Partner with the marketing team on fundraising event-related printed materials and promotion

### **Donor Recognition and Appreciation**

- Thank donors via email for their donations
- Help coordinate donor appreciation gift campaigns
- Assist in maintaining donor records and listings for proper recognition throughout the year
- Assist in donor related data processing

## **QUALIFICATIONS**

- Event coordinating experience required
- Experience working in a Jewish, healthcare, fundraising or non-profit setting a plus
- Passion for issues related to cancer and the Jewish community
- Exceptional organizational, interpersonal and communication skills

**The Jewish Breast Cancer and Ovarian Cancer Community**

866.474.2774 | [sharsheret.org](http://sharsheret.org) | [info@sharsheret.org](mailto:info@sharsheret.org)  
United States • Midwest | Northeast | Southeast | West • Israel

- Ability to manage multiple projects simultaneously and work in a fast-paced environment
- Available to occasionally work evenings and travel to out of state special events
- Proficient in Microsoft Office

#### **TO APPLY**

Send resume and cover letter to [resumes@sharsheret.org](mailto:resumes@sharsheret.org). No telephone calls please. Salary (\$65,000-\$80,000) and benefits commensurate with experience.

*Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.*