



# The Vascular Birthmarks Foundation

## Fundraising and Event Coordinator

### Position Summary

The Fundraising and Event Coordinator for the Vascular Birthmarks Foundation (VBF) will be responsible for organizing fundraising events, including scheduling the venues, contacting potential donors, developing advertising campaigns, overseeing volunteers, and managing the events. This position also involves creation of new fundraising initiatives and building relationships with donors, board members, volunteers and the community. This is a 20 hour/week, remote contractor position. Some in-person work required for onsite event management. Compensation is \$25 per hour.

### Responsibilities:

- Organize and execute both small and large scale fundraising events, campaigns, and activities (both virtual and in-person)
- Recruit and manage event volunteers
- Onsite logistical coordination for fundraising events
- Cultivate and maintain relationships with donors
- Prepare event budgets
- Monitor payments and maintain financial reports
- Create and implement new fundraising initiatives
- Collaborate with marketing team to promote fundraising activities
- Partner with the Development Coordinator on donor relations, event revenue, and sponsorship

### Desired Experience:

- 5+ years fundraising experience for a nonprofit organization
- 5+ years event planning experience for a nonprofit organization
- Proven effective execution of social media and marketing campaigns
- Proficiency in Microsoft Office Suite

### Desired Attributes:

- Excellent interpersonal and written communication skills
- Strong organizational skills
- Self-motivated and a self-starter with an outgoing personality
- Excellent time management skills
- Ability to work under pressure
- Ability to work both independently without close oversight, but also function as a team player who will take initiative and manage multiple tasks and projects concurrently
- Determination, resilience, perseverance
- Integrity and honesty
- Adaptability



# The Vascular Birthmarks Foundation

- Ability to motivate others
- Creative thinking
- Ability to speak knowledgeably and enthusiastically about the importance of the VBF mission

The Vascular Birthmarks Foundation (VBF) is the leading international charitable organization that helps those born with vascular birthmarks, anomalies, and/or related syndromes (VBARS). For over 29 years, we have operated as an international organization that networks those affected to the appropriate medical professionals for evaluation and treatment. VBF also educates physicians and affected families regarding treatment options, supports relevant research, mobilizes medical missions, and empowers those living with vascular birthmarks.