



<b>TITLE</b>	<b>Special Events Coordinator</b>
<b>SUMMARY OF ORGANIZATION</b>	Michael Mosier Defeat DIPG Foundation is a 501(c)(3) nonprofit organization that works to fund research for a cure to the deadliest form of pediatric cancer: DIPG brain tumors. The Foundation's work involves fundraising, coordination with the research community, event planning, social media and community engagement, and working with families impacted by DIPG.
<b>SUMMARY OF POSITION</b>	The Special Events Coordinator will work directly with the Executive Director to assist in carrying out tasks required for the Foundation. A primary focus will be to assist in designing, planning, coordinating and evaluating new and existing events. This includes developing timelines, managing logistics, engaging participants (individuals and businesses), and organizing and overseeing volunteers. The role will entail working with outside vendors and venues. It will also involve collaboration with other Foundation staff to promote and advertise the special events. Events take place both in the D.C. metro area, as well as at locations across the U.S. where chapters are located. Other duties to support event activities as assigned.
<b>QUALIFICATIONS</b>  The Special Events Coordinator should demonstrate competence in the following areas:	<ul style="list-style-type: none"> <li>• Knowledge of and experience in special events planning and management</li> <li>• Strength in establishing and maintaining positive working relationships, both internally and externally, to achieve the Foundation's mission</li> <li>• Ability to organize, prioritize, and manage multiple tasks independently to meet deadlines and project goals</li> <li>• Strong written and verbal communication skills, with strict attention to detail</li> <li>• Creative thinker who enjoys developing fresh ideas and concepts for events</li> <li>• High energy, efficient worker with a desire to promote the organization's mission and maximize public awareness of our activities</li> <li>• Proficient in Microsoft Word and Excel and with tech-savvy that allows training in additional software platforms and social media</li> <li>• Ability to work within established budget and track revenue and expenses</li> </ul>
<b>EXPERIENCE</b>	3 – 5 years professional experience in special events preferred
<b>SCHEDULE</b>	This position has a general expectation of 15-20 hours per week on average. We will work with the candidate to determine a schedule for achieving these hours and the work required. The Special Events Coordinator will be required to work evenings and weekends as required for the Foundation's events. Travel may be involved on an infrequent basis for chapter events.
<b>LOCATION</b>	11325 Seven Locks Rd, Suite 260, Potomac, MD 20854
<b>REQUIRED DOCUMENTS</b>	Cover Letter, Resume, References (3)
<b>START DATE</b>	To be determined in consultation between Executive Director and candidate.

COMPENSATION	Salary will be competitive and commensurate with experience.
DIVERSITY STATEMENT	<i>The Foundation is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, programs and activities.</i>

INFORMATION SHOULD BE SUBMITTED TO JENNY MOSIER at [jenny@defeatdipg.org](mailto:jenny@defeatdipg.org).