

## Fundraising Events Coordinator

**Organizational Overview:** We're not a cancer organization. We're a people organization. We envision a world where cancer is not a solitary experience.

Imerman Angels' mission is to provide comfort and understanding for all cancer fighters, survivors, previvors and caregivers through a personalized, peer-to-peer mentorship program with someone who has been there. For people facing the shock, fear and uncertainties of cancer, Imerman Angels provide a nurturing space to ask questions, laugh, cry and share. Our services are free to anyone seeking support, connection and community.

We connect cancer fighters, survivors, previvors and caregivers to Mentor Angels, cancer confidantes with similar stories and experiences. Our unique matching process is done by real people, not a system with an algorithm.

We intentionally match according to age, gender, cancer type and experience; so you know you are talking to someone who truly understands what you're going through, in a supportive and empathetic environment.

**Position Summary:** We are seeking a Fundraising Events Coordinator to support sustainable funding streams for Imerman Angels, through high-impact events that amplify our reach to those navigating the cancer journey. The flagship events in 2026 will be Team Imerman Angels Marathons and our Imerman Angels Gala, in celebration of our 20th anniversary.

Success in this role will be built on execution, managing the countless details, timelines, and logistics that result in a flawless event experience. Alongside this operational foundation, you'll also have creative latitude to design and propose new fundraising initiatives that could expand our impact for years to come.

This role reports to our Executive Director and partners with and provides critical support to the Director of Team Imerman Angels and the Director of Development, ensuring events run smoothly and we achieve our fundraising goals.

**Direct Report:** Executive Director

**Objectives:** Build financial capacity and awareness for Imerman Angels through the management of events so that more people can benefit from our free peer-to-peer support services for cancer fighters, survivors, previvors and caregivers.

- **Support Team Imerman Angels' recruitment activities, fundraising efforts, team communications and event logistics such as**
  - Field front-line calls and emails for potential and current Team Imerman Angels members and serve as a point of contact for team members
  - Create onboarding materials for the team as well as other various communications
  - Make recommendations for event marketing and attendee-recruitment plan
  - Assist in the management of Team IA budgets and report out on accounts receivables and accounts payables and fundraising reports
  - Arrange dates/times/location, A/V, hospitality (food & beverage), race management vendors
  - Create and update event project trackers on a biweekly basis
  - Support in-kind proposals and management of donations (e.g. food and beverage for events, event venues, singlets and gear)
  - Assess and communicate volunteer needs
  - Support stewardship for event sponsors, speakers, volunteers and attendees
  - Develop strategies to assist team members to maximize their fundraising goals
  
- **Manage logistical and programmatic activities for Imerman Angels' Gala**
  - Work with outside vendors and relevant consultants to arrange dates/times/location, A/V, hospitality and speakers
  - Create and update event project trackers on a regular basis
  - Handle day-of-event logistics
  - Field front-line phone calls and email communications related to event logistics
  - Serve as point of contact for our Event Consultants
  - Coordinate and implement acknowledgment plan for sponsors and attendees
  - Assist with sponsor benefit fulfillment
  - Support the development of an event program, and secure speakers and participants
  - Assess and communicate volunteer needs
  - Make recommendations for event marketing and attendee-recruitment plan
  - Report out on accounts receivables and accounts payables
  
- **Manage basic logistics and communications for third-party event program**
  - Respond in a timely manner to inquiries on ways to support Imerman Angels through third-party events
  - Proactively communicate opportunities for supporting Imerman Angels and provide materials
  - Communicate, track and implement entitlements related to giving levels, including social media acknowledgements, if applicable
  - Track account receivables

Minimum Requirements:

- Two years of event and/or fundraising experience
- Ability to manage competing priorities and stakeholder requests in a fast-paced environment with multiple concurrent deadlines
- Available to be in Chicago Office on Tuesdays and Thursdays enabling in-person collaboration
- Passion for helping others and a team player
- Excellent verbal and written communication skills
- Outstanding customer service and problem-solving skills
- Strong budgeting and financial management skills
- Proficiency in social media platforms and content management
- Proficiency in using donor databases and CRM software (e.g., Salesforce) to produce accurate lists, reports and donor briefing materials
- Proactive self-starter who seeks creative solutions, not problems
- Ability and desire to work some evenings and weekends, as needed to support event and fundraising management
- Ability to lift and transport materials weighing up to 25 pounds and perform physical tasks associated with event setup and teardown, with or without reasonable accommodation

Compensation:

- Salary range of \$50,000-\$55,000
- Generous Health Insurance Coverage, Including Dental, Vision And Disability
- Generous PTO
- Retirement Plan with a 3% Employer Match

To apply, please send a resume and cover letter to [jobs@imermanangels.org](mailto:jobs@imermanangels.org).