

## Director of Events

**Position Overview:** Special Events & Fundraising Events are integral to Project C.U.R.E.'s mission to save lives around the world. Through events, Project C.U.R.E. builds awareness, raises funds, increases the donor base, and develops new relationships. Project C.U.R.E.'s Director of Events manages the organization's signature events such as the First Ladies Luncheon, High Rollers for Health & Hope, Song Writer's Night and Sanctuary Golf Tournament. In addition, the Director of Events assists Project C.U.R.E. team members in creating and managing events that serve each of the C.U.R.E. Communities. The Director of Events will design opportunities to join the fun, fundraising, and fellowship uniting people as they get together to achieve "delivering health and hope to the world."

### **Responsibilities:**

- Manage and coordinate all aspects of Project C.U.R.E.'s organizational fundraising and special events, from the planning to the implementation and final evaluation, including the support of all C.U.R.E. Communities.
- Build relationships with key individuals: Identify trustworthy vendors, and recruit, train, and lead a team of volunteers to assist in the execution of events.
- Execute the details of the events including creating the invitations, managing registrations and receipting, RSVPs and guest lists, coordinating the signage and collateral, preparation and approval of registration materials, management of event logistics and staffing, and oversee the database and generate financial reports.
- Work with the members of the Philanthropy Team to secure monetary and in-kind sponsorships to meet the revenue goals for each event.
- Maintain a flexible schedule of events, committee planning, and pre-event meetings that may happen on evenings and weekends. Collaborate with the Marketing and Communications Director to execute media notifications, event communications and marketing materials, both digital and print.
- Provide accurate accounting for the income, expense and net revenue results of events and generates reporting of the Key Performance Indicators of the events activities for the organization.
- Create new opportunities and creative ideas for fundraising, friend-raising and other events to ensure Project C.U.R.E. remains on the "leading edge" of uniting people in supporting the organization.
- Provide guidance and leadership to committee members, volunteers, and interns assisting the events department.

**Qualifications:** The Director of Events must demonstrate alignment with Project C.U.R.E.'s mission and be passionate about addressing health care inequalities in the developing world in a sustainable manner. The ideal candidate for the position:

- Is qualified: Holds a bachelor's degree and has at least three to five years of event management and fundraising, sales and/or project management experience.

- Understands the task: Has a working knowledge of fundraising events and the role events play in a non-profit organization.
- Is capable: Must be highly organized and have the ability to multi-task in a fast-paced work environment across multiple location, a high degree of professionalism and integrity, as well as the ability to pay attention to detail.
- Is “bottom line” oriented: Can secure in-kind donations, negotiate discounts and benefits with vendors and venues, and produce financially successful events.
- Is a good person: Is a recognized leader that accepts feedback and continually looks for ways to develop themselves, and who maintains the highest ethical standards and values in order to represent Project C.U.R.E. well.
- Works well with others: The successful candidate possesses excellent relationship management and interpersonal skills; the ability to work effectively with donors, volunteers, staff, and interns; displays mature judgment, a positive attitude and superior diplomatic skills.
- Is an effective communicator: Listens well. Demonstrates effective communication skills including the areas of writing, interpersonal communication and public speaking.
- Is a problem solver: Identifies, diagnoses, and quickly resolves complex problems to improve results; is continuously pursuing innovation and process improvements to increase efficiencies and competitive advantage.
- Is goal-oriented: Manages to Key Performance Indicators (KPI’s) and Objectives/Key Results (OKRs), including setting revenue and expense goals/objectives for each event, monitoring performance and reporting results; is a “self-starter” who is internally motivated and does not require significant supervision.
- Develops other people: Recruits, inspires and leads volunteers, mentees, and interns to achieve goals within the context of building a performance culture. Is accessible to volunteers and associates at all levels, interacting consistently, openly, and honestly to assure everyone is treated with dignity and respect.
- Is motivated: Has an obvious passion and enthusiasm for saving lives and strengthening health care systems in the developing world with an attitude of never giving up or accepting “no” for an answer.

**Reports To:** The Director of Events reports to the Vice President of Philanthropy or in their absence, the President/CEO.

**Compensation and Benefits:** This position offers competitive compensation commensurate with experience, including health insurance, paid vacation, holidays, and a 403(b) plan. The salary range for this position is between \$65,000 and \$85,000 depending on the candidates’ qualifications.

**About Us:** Healthcare in many developing countries is a global crisis. The severe lack of healthcare disrupts social and economic stability in almost every developing nation. Disease causes nine-out-of-ten preventable deaths in developing nations among children and adults. Millions of children under the age of five die each year from preventable disease, and more than 70% of these deaths occur from pneumonia, diarrhea, measles, malaria and malnutrition.



projectc.u.r.e.

delivering **health & hope** to the world

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Founded in 1987, Project C.U.R.E. ([www.projectcure.org](http://www.projectcure.org)) has grown to be the largest organization in the world delivering approximately 200 forty-foot ocean freight cargo containers of donated medical supplies and equipment annually. Each project begins with an onsite Needs Assessment to ensure that Project C.U.R.E. delivers the right items to the right people. Project C.U.R.E. has delivered medical relief in 130+ countries. In addition, Project C.U.R.E. conducts C.U.R.E. Clinics, Helping Babies Breathe trainings, and bio-technical trainings to hospitals and health care clinics in 40 developing nations.

On average, the value of a Project C.U.R.E. Cargo container is worth approximately \$400,000 (wholesale), providing an amazing 20-to-1 "return on investment." Project C.U.R.E. operates Distribution Centers in Denver, Phoenix, Houston, Nashville, Philadelphia, Kansas City and Chicago where 30,000+ volunteers sort more than 26,000 types of non-perishable medical supplies and certify medical equipment for shipment abroad. Project C.U.R.E. also operates 12 Collection Centers from Ithaca to Sarasota and Portland. Project C.U.R.E. receives both new and quality used medical items from hundreds of hospitals throughout the United States and medical manufacturers, such as Stryker, Medline, Medtronic, Kimberly-Clark, Steris, Hill-Rom and others.

Project C.U.R.E. operates on 2.5% administrative overhead and has earned numerous awards for being the industry leader in international medical donations. Project C.U.R.E. is recognized as a four-star organization by Guidestar, a Platinum Participant by Charity Navigator and was ranked by Forbes magazine as one of the 20 most cost effective nonprofits in the United States.

The position resides at Project C.U.R.E.'s International Headquarters in Centennial, Colorado.

To Apply: Applicants should submit a resume and cover letter to:

Julie Topka  
Executive Assistant to President & CEO  
[julietopka@projectcure.org](mailto:julietopka@projectcure.org)