

# BLEEDING DISORDERS FOUNDATION OF NORTH CAROLINA



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**Title of Position:** Events Coordinator  
**Supervisor:** Director of Programs  
**Status:** Full-time exempt (40 hours per week)  
**Location:** Hybrid. Office location – Morrisville, NC  
**Salary:** \$50,000  
**Benefits:** 401K Retirement Plan

The Bleeding Disorders Foundation of North Carolina (BDFNC) is seeking an enthusiastic person to fill the Events Coordinator position. This position supports the growing and evolving needs of the bleeding disorders community in North Carolina.

BDFNC was founded in the 1970s to promote awareness, provide support, and disseminate information to the community about hemophilia. Over the years, the organization has evolved to support a variety of bleeding disorders. Our Mission is to improve the quality of life of persons affected by bleeding disorders through advocacy, education, promotion of research, and delivery of supportive programs and services.

**Position Description:** The Events Coordinator will assist the Director of Programs with the coordination of all events for the bleeding disorders community. BDFNC hosts between 6-8 larger events per year including conferences, retreats, symposia, two walk fundraisers, as well as many smaller education dinners and events across the state of North Carolina.

## **Duties and Responsibilities:**

### **Education Events**

- Plan, coordinate, and implement all BDFNC community education events (including, but not limited to small educational programs/dinners, large educational meetings, and retreats).
- Coordinate all pre-event logistics, event setup, event logistics, and clean-up of events.
- Develop promotional materials including event messaging, webpages, invitations, emails, and social media.
- Communicate with potential and confirmed event attendees through phone calls and emails.
- Maintain event registration forms.
- Scout and secure event venues.
- Attend all large events. Attend small events as needed.

### **Walk Events**

- Plan and coordinate the Charlotte Family Festival & Walk for Bleeding Disorders in the spring and the Raleigh Family Festival & Walk for Bleeding Disorders in the fall.
- Coordinate all pre-event logistics, event setup, event logistics, and clean-up of events.
- For both walk events, recruit volunteers who will be able to assist in pre-event preparations, staffing of each event, and post-event clean up and closure.
- Implement volunteer plan.
- Support team captains and participants by preparing and disseminating materials and toolkits, and communicating through phone calls and emails.



**Other Responsibilities**

- Write and edit articles for the BDFNC newsletter, *The Concentrate*, on a quarterly basis as assigned.
- Provide information about BDFNC programs and services as needed.
- Work with a variety of stakeholders including community members, medical staff, and industry (including pharmaceutical and specialty pharmacy representatives).
- Complete other duties as assigned to fulfill the mission of BDFNC.

**Knowledge and Skills**

- Ability to work in a fast-paced environment, manage multiple tasks and deadlines simultaneously, and complete tasks in a timely manner.
- Ability work as part of a team.
- Must be a self-starter and able to work independently.
- Detail-oriented and organized.
- Excellent writing skills.
- Must be able to work with a diverse group of constituencies of varying racial, cultural, and socio-economic backgrounds.
- Computer proficient.
- Social media proficient.
- Bilingual – English/Spanish preferred.

**Qualifications**

- Bachelor's Degree preferred, or equivalent work experience.
- At least three years of event planning experience.
- Must be able to travel across North Carolina for events.
- Must have and maintain a valid driver's license.
- Nights and weekends required for events.

BDFNC does not discriminate against employees or applicants on any legally recognized basis including, but not limited to: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, age, disability, sexual orientation, veteran status, citizenship status, uniform service member status, genetic information, marital status, or any other protected class under federal, state, or local law.

In order to provide equal employment to all individuals, employment decisions are based on merit, qualifications, and abilities.

Send cover letter and resume/CV to [jobs@bleedingdisordersnc.org](mailto:jobs@bleedingdisordersnc.org). Candidates will be contacted within one week of submitting their cover letter and resume.

Position will remain open until filled.