

Events & Fundraising Coordinator

About us:

Founded in 1990, CurePSP is the leading non-profit organization dedicated to the awareness, care, and cure of 3 neurodegenerative diseases: progressive supranuclear palsy (PSP), corticobasal degeneration (CBD), and multiple system atrophy (MSA). As a catalyst for new treatments and a cure, we establish important partnerships and fund critical research. Through our advocacy and support efforts, we enhance education, care delivery, and quality of life for people living with PSP, CBD, MSA, and their families. Science, community, and hope are at the heart of CurePSP's mission and our services. CurePSP is a registered 501(c)(3) charity within the United States (Federal Employer ID Number: 52-1704978).

About the role:

Role Summary

The Events & Fundraising Coordinator will play a key role in advancing CurePSP's mission by supporting grassroots fundraising efforts and large-scale events, leading educational webinars, serving as the frontline contact for volunteers and fundraisers, and identifying new opportunities to raise funds for those impacted by PSP, CBD, and MSA. This role will collaborate closely with the Senior Manager of Special Events & Fundraising, Fundraising Programs Manager, and Development Team to organize events, engage with volunteers, and coordinate promotional efforts. They will report to the Senior Manager of Special Events & Fundraising.

Creativity and strong organizational skills are essential, as the coordinator will help brainstorm and execute fundraising initiatives while managing day-to-day event operations. They will also foster relationships with volunteers, donors, and participants to ensure positive, impactful experiences.

This position is ideal for a creative, detail-oriented individual who is passionate about making a difference in the lives of those affected by PSP, CBD, and MSA.

Primary Functions:

1. Serve as the primary point of contact for volunteers interested in hosting fundraising events. Provide guidance throughout the event planning process, offering resources and support to ensure successful outcomes.
2. Support the Senior Manager, Special Events & Fundraising with preparation and execution for CurePSP's major fundraising, educational, and scientific events.
3. Lead CurePSP's educational webinar series from start to finish, coordinating logistics, speakers, and marketing.
4. Reimagine and maintain CurePSP's fundraising resources including toolkits, templates, and guides.
5. Develop event summary and recap forms, maintain thorough records of all fundraising events, document detailed recap notes, and identify opportunities for future enhancements.
6. Bring fresh, innovative ideas for new and engaging fundraising opportunities aligned with CurePSP's mission.

7. Handle basic graphic design tasks and serve as a liaison between the Events and Marketing teams to optimize promotional efforts.
8. Support the Fundraising Programs Manager and Senior Manager with Team CurePSP, CurePSP's endurance fundraising program, as needed.
9. Other related duties as required.

Required Skills:

- Bachelor's degree in a relevant field (e.g., nonprofit management, communications, marketing, event planning, or public relations) or equivalent combination of education and experience.
- Experience in events or fundraising (1–2 years) is a bonus, not a must. What's most important is a passion for nonprofit work and a readiness to learn and jump in.
- Strong organizational skills, attention to detail, and ability to manage multiple projects at once.
- Excellent verbal and written communication skills, with the ability to engage and inspire volunteers and donors.
- Kindness, patience, and compassion when working with volunteers from diverse backgrounds, situations, and age groups.
- Ability to work well both independently (as this is a remote role) and collaboratively as part of a team.
- Comfort with basic graphic design and marketing tools (e.g., Canva, social media platforms) is a plus.
- Creative problem-solving skills and the ability to adapt to unexpected challenges, particularly in event execution and volunteer coordination.
- Passion for CurePSP's mission and a genuine interest in working in the nonprofit sector, particularly in fundraising and community engagement.

Location and Travel:

- Remote role with travel to in-person meetings and events as required.
- Preference will be given to candidates located within a commutable distance to New York City, though other locations will be considered.
- Up to 10-20% travel may be necessary.

Physical Requirements:

- Ability to work at a computer for extended periods of time.
- Must be able to occasionally lift and transport materials or equipment up to 25 pounds for events.
- Must be able to travel and stand for extended periods during in-person events.
- Comfortable working occasional evenings or weekends, depending on event schedules.

Salary and Benefits:

- Salary range: \$50,000 - \$55,000, commensurate with experience.
- CurePSP offers a comprehensive benefits package, including retirement, medical, dental, and vision coverage.

CurePSP, Inc. is an equal-opportunity employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.