

Associate Director, Special Events and Fundraising

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).

Our mission is to raise awareness, build community, improve care, and find a cure for PSP, CBD, and MSA. We accomplish this through our three pillars: Care, Consciousness, and Cure.

About the role:

Role Summary

The Associate Director of Special Events & Fundraising leads CurePSP's portfolio of special events, peer-to-peer fundraising programs, community initiatives, and other engagement opportunities that advance the organization's mission and revenue goals.

This role oversees initiatives ranging from peer-to-peer fundraising events and community walks to educational programs, our endurance-based fundraising program, community weekends, and large-scale scientific events. The Associate Director guides programs from strategy and planning through execution, evaluation, and follow-up, ensuring they are mission-driven, financially successful, and meaningful for participants, donors, volunteers, and the broader CurePSP community.

As a key leader within the Development and Events team reporting to the Director of Development, the Associate Director collaborates across departments and with organizational leadership to develop fundraising strategies, manage budgets and revenue projections, negotiate vendor relationships, cultivate donors and participants, and identify opportunities to strengthen and grow CurePSP's fundraising programs.

The Associate Director also supervises two staff members, providing strategic direction, project management, coaching, and support to ensure the success of the department's programs and initiatives.

Primary Functions

1. Event & Program Management

- Lead the strategy, planning, execution, and evaluation of annual events and initiatives, including peer-to-peer fundraising, community, educational, and scientific meetings.
- Develop event plans, timelines, budgets, revenue projections, staffing plans, and execution strategies for multiple concurrent projects.
- Oversee event logistics, vendors, volunteers, registration, materials, and onsite operations.
- Provide on-site leadership, including occasional evenings, weekends, and travel.
- Evaluate event performance and identify opportunities to improve participant experience, efficiency, fundraising, and program growth.

2. Fundraising & Revenue Development

- Lead CurePSP's vast peer-to-peer fundraising programs and other participant-led initiatives.
- Maintain Team CurePSP's momentum as our thriving endurance-based fundraising program.
- Develop strategies to recruit, engage, and retain participants and help them achieve fundraising goals.
- Set and monitor revenue goals and identify opportunities to grow income through fundraising, sponsorships, donations, and other channels.
- Cultivate relationships with donors, participants, volunteers, families, sponsors, and community members with empathy, compassion, and professionalism.
- Analyze fundraising results and recommend strategies to increase participation and revenue.

3. Operations & Financial Management

- Manage event budgets, including large-scale events with budgets of up to approximately \$350,000, while monitoring revenue, expenses, and projections.
- Negotiate contracts with venues, vendors, and external partners.
- Coordinate with the Operations Manager on invoices, payments, financial tracking, and post-event reconciliation.
- Establish systems and processes that support efficient, consistent event execution.
- Collaborate across teams to integrate communications, marketing, fundraising, programmatic, and logistical needs.

4. Team & Stakeholder Leadership

- Supervise, coach, and mentor two staff members, including setting priorities, delegating responsibilities, and supporting professional development.
- Serve as a key liaison between Development and Patient Care & Advocacy, Marketing, Scientific Affairs, and organizational leadership.
- Build strong relationships with donors, participants, volunteers, vendors, and other stakeholders.
- Communicate event status, financial performance, challenges, and opportunities to leadership.
- Contribute to departmental strategy, annual planning, and organizational initiatives.
- Any additional duties as required within the department or organization

Required Skills & Qualifications

- Bachelor's degree or equivalent combination of education and relevant experience.
- 5–7+ years in nonprofit events, fundraising, peer-to-peer fundraising, community engagement, or a related field.
- Proven ability to manage multiple events and projects from strategy through evaluation.
- Strong financial, contract, vendor, and project management skills.
- Knowledge of peer-to-peer or participant-driven fundraising.
- Strong communication, relationship-building, and problem-solving skills.
- Ability to supervise and develop staff.
- Ability to manage competing priorities and deadlines in a fast-paced environment.
- Familiarity with fundraising databases, peer-to-peer platforms, event registration systems, and CRM systems.

Preferred Qualifications

- Management of a portfolio of peer-to-peer fundraising programs.
- Track record managing events generating \$500,000+ in annual revenue and six-figure event budgets.
- Experience working with individuals and families with empathy and sensitivity in a mission-driven environment.
- Proven experience managing endurance-based fundraising programs.

Location and Travel:

- 80% remote role with travel to in-person meetings and events as required.
- Preference will be given to candidates located in the NYC Metro Area.
- Additional travel may be required.
- You must be legally able to work in the United States

Salary and Benefits:

- Salary range: \$90,000 - \$105,000 commensurate with experience.
- CurePSP offers a comprehensive benefits package, which includes
 - 100% paid medical, dental, vision, short-term disability, and long-term disability coverage, plus a \$50,000 life insurance policy for the employee. CurePSP pays 80% of the dependent's coverage.
 - Flexible Spending Accounts for medical and childcare
 - 401(k) plan with 3% contribution by CurePSP for a traditional 401(k) plan. CurePSP also offers a Roth 401(k) plan.
 - 20 days paid time off per year, 18 paid holidays, plus 2 floating holidays to be taken at the employee's discretion.
 - Unlimited sick time so PTO doesn't need to be used.
 - Employees are eligible for a discretionary bonus on an annual basis.
 - CurePSP provides professional development for all of its employees.
- CurePSP will provide the necessary technology to complete job functions.

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.