



POSITION: Midwest Regional Manager
DEPARTMENT: Community Engagement
REPORTS TO: Chief Executive Officer
LOCATION: Remote, Chicago-based; Signature Event in Wheaton, IL

About National Ovarian Cancer Coalition:

Since 1991, the National Ovarian Cancer Coalition (NOCC) has supported thousands of cancer survivors, delivered millions of educational resources, and connected with countless local community partners to raise awareness about ovarian cancer. The NOCC, a 501(c)(3) nonprofit, is an influential national advocate for patients, survivors, caregivers, and their families impacted by ovarian cancer and remains steadfast in its mission "to save lives through the prevention and cure of ovarian cancer, and to improve the quality of life for survivors and caregivers." At the NOCC, our teal team leads with our values and unique experiences to provide support and education across all communities, ensuring that every individual is empowered to advocate for their health.

Position Summary:

As the Midwest Regional Manager specializing in community outreach, events, and philanthropy, you will oversee all aspects of community engagement, foster partnerships, and cultivate a culture of giving within the region. Your role will advance the NOCC's mission, raise awareness, and secure resources to support NOCC's critical programs and initiatives.

Primary Responsibilities:

Mission and Community Support

- Serve as a direct liaison to the members of your community in Iowa, Illinois, Indiana, Kentucky, Missouri, and Tennessee to ensure the implementation and achievement of programs, policies, and strategic goals.
- Drive community engagement by personally connecting with survivors and their caregivers.
- Provide vital community support and assistance through sharing of national programs and services, local resources, and creating community programs that align with NOCC goals.
- Attend and oversee monthly virtual support group program for survivors in collaboration with trained volunteer peer facilitators.
- Establish and maintain community relationships with local leaders, community organizations, businesses, and other key stakeholders.
- Build and maintain a reasonable understanding of ovarian cancer while staying up to date on recent developments and issues impacting the ovarian cancer community.

Fundraising and Event Management

- Develop and maintain a year-round fundraising plan and budget to meet revenue goals.
- Identify, cultivate, and secure program funding (including corporate & in-kind partnerships) and ensure donor stewardship in collaboration with philanthropy, mission, and operations.
- Oversee all aspects and execution of the annual Together in TEAL® Signature Run/Walk peer-to-peer fundraising event engaging with key constituents, which include top fundraisers, top team captains, sponsors, donors, and volunteers.
- Manage logistics, including securing venues, permits, insurance, and vendor management for events/programs. (Collaborate with third-party logistics company when applicable)

- Manage offsite storage unit with event materials and supplies.
- Responsible for purchasing, packing, and distributing supplies for each event/program and tracking inventory.
- Maintain accurate records of community interactions and contributions.

Volunteer Engagement

- Recruit, onboard, and train volunteers to help the region reach all programmatic and/or initiative goals within the territory/market segment.
- Provide leadership to volunteer committees to ensure that volunteer members are fully supported and accomplish tasks required for successful events and program activities. Recognizes, rewards, and motivates successful volunteers to ensure ongoing commitment.

Awareness, Outreach, and Marketing

- Lead, develop, and participate in ovarian cancer education and awareness activities, including community forums, conferences, and health fairs to promote the organization's mission and programs.
- Develop and implement a comprehensive community marketing strategy, leveraging partnerships to maximize reach through social media plans and collaboration with various media outlets to promote the mission and events and enhance public awareness.
- Update and create content for community webpages, Facebook, Instagram, Twitter, event sites, and other marketing materials.

Education and Experience Requirements:

- Bachelor's Degree required
- 5+ years of related experience in fundraising and event management in a non-profit organization or related field
- Highly motivated, self-starter, with strong interpersonal skills
- Ability to organize, plan, and manage multiple priorities, while meeting deadlines
- Experience in relationship and network building, volunteer development, and educational programming
- Excellent communication skills (verbal, written, and presentation)
- Required to work some evenings or weekends (events, meetings, programs, trainings)
- Regional travel within designated area
- National travel one to two times a year, when applicable.
- Proficient in Microsoft Office, Google Platforms, Experience with Salesforce a plus
- Familiar with Canva and Asana are a plus
- Ability to lift and/or move up to 25 pounds, as needed

Benefits: As a valued team member of NOCC, you are eligible for a comprehensive benefits package and excellent work-life balance. Our offerings include medical, dental, vision, life insurance, flexible spending accounts, a 401k retirement plan, and generous paid time off. In addition, we observe several federal paid holidays throughout the year and offer an employee assistance program. Join a passionate and dedicated team in making a meaningful impact on the teal community!

Application Process: To apply, please submit your resume and a cover letter to resumes@ovarian.org by October 1st. Include "Midwest Regional Manager Application" in the subject line.

The National Ovarian Cancer Coalition is an Equal Opportunity Employer that values diverse perspectives and is committed to building an inclusive workplace. We are proud to be an equal-opportunity workplace. We do not discriminate based on sex, race, color, age, sexual orientation, gender identity, pregnancy, religion, national origin, citizenship, marital status, veteran status, or disability status. In compliance with the Americans with Disabilities Act, the National Ovarian Cancer Coalition will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.