

Nonprofit Events and Community Outreach Manager – Chicago

Remote – Based in the Chicago, Illinois Area

About the Role

Are you passionate about events, fundraising, and community outreach? The National Ovarian Cancer Coalition (NOCC) is seeking a compassionate and motivated Events and Community Outreach Manager based in Chicago. In this role, you'll lead local efforts to unite survivors, caregivers, and supporters—creating meaningful experiences, driving critical fundraising, sharing life-changing resources, and raising awareness about ovarian cancer. This is a remote position, but you'll be part of a collaborative, mission-driven national team working to empower everyone impacted by ovarian cancer. Must reside in the Chicago or surrounding area.

Key Responsibilities

Fundraising & Event Management

- Develop and carry out a year-round fundraising plan to meet revenue goals.
- Plan and lead all details of the annual Together in TEAL® Run/Walk, NOCC's signature fundraising event.
- Build and keep strong relationships with sponsors, donors, and community partners.
- Find and secure corporate sponsorships and in-kind donations.
- Handle event logistics such as venues, permits, vendors, purchasing, and supply management.

Community Outreach & Mission Support

- Build strong connections with survivors, caregivers, and community partners.
- Lead monthly virtual support groups with trained volunteer facilitators.
- Organize at least one in-person program each year for survivors or caregivers.
- Represent NOCC at awareness events, health fairs, and educational forums.

Volunteer Engagement

- Recruit, train, and support volunteers to help with fundraising and community efforts.
- Lead volunteer teams to ensure events and programs succeed.
- Recognize volunteers and keep them motivated.

Marketing

- Manage and moderate a local Facebook community group, including content scheduling, member engagement, and enforcement of community guidelines.

- Design branded marketing materials using approved Canva templates, including social media graphics, flyers, signage, and event promotional assets.
- Collaborate with local media outlets to support outreach efforts and increase community awareness.

What We're Looking For

- Bachelor's degree required.
- Minimum of 5 years of experience in fundraising, event planning, or nonprofit program management.
- Experience in planning and executing charity walk/run events is strongly preferred.
- Proven ability to engage and manage volunteers and cultivate donor relationships.
- Excellent communication, organizational, and time management skills.
- Comfortable with public speaking and representing the organization at events, support groups, and community forums.
- Self-motivated with the ability to work independently, manage multiple priorities, and thrive in a remote work environment.
- Proficient in Microsoft Office and Google Workspace; Salesforce experience is a plus.
- Familiarity with basic social media management and tools like Canva is a plus.
- Willingness to work occasional evenings and weekends for events and programs.
- Ability to lift and move up to 25 pounds as needed.

Benefits

- Medical, dental, and vision insurance
- Flexible spending accounts (FSAs)
- 401(k) with employer match
- Paid time off and holidays
- Employee Assistance Program (EAP)

About NOCC

The National Ovarian Cancer Coalition (NOCC) is a nonprofit dedicated to saving lives through ovarian cancer prevention, cure, and support. Since 1991, NOCC has helped thousands of survivors and caregivers and spread awareness nationwide. We work with compassion, community, and commitment to support everyone impacted by ovarian cancer.

Equal Opportunity

NOCC is an Equal Opportunity Employer. We welcome applicants of all backgrounds. We provide accommodations to qualified individuals with disabilities.

Please send your resume, cover letter, and salary expectations to careers@ovarian.org.