Northeast Regional Manager - New York

About the Role

The National Ovarian Cancer Coalition (NOCC) is seeking an experienced and community-driven team member to lead local fundraising and outreach efforts in the New York area. This role is ideal for someone with hands-on experience planning and executing peer-to-peer fundraising events, charity walks/runs, and volunteer-driven community initiatives.

As the lead for NOCC's signature Together in TEAL® Run/Walk program in the Long Island market, you will build relationships with survivors, caregivers, sponsors, volunteers, and community partners while driving fundraising growth and creating meaningful event experiences.

This is a remote position with regular in-person event responsibilities. Must reside in New York City, Long Island, or the surrounding area.

Key Responsibilities

Run/Walk Fundraising & Event Management

- Lead planning and execution of NOCC's annual Together in TEAL® Run/Walk fundraising event.
- Develop and implement local peer-to-peer fundraising strategies to achieve revenue goals.
- Manage all event logistics, including venues, permits, vendors, timelines, signage, supplies, and day-of coordination.
- Recruit and steward sponsors, volunteers, donors, teams, and community partners.
- Support participant recruitment, team captain engagement, and retention efforts.
- Track event revenue, sponsorships, and participant activity to monitor progress toward goals.

Community Outreach & Mission Engagement

- Build and maintain relationships with survivors, caregivers, healthcare partners, and community organizations.
- Represent NOCC at local outreach events, awareness initiatives, and community programs.
- Help lead monthly virtual support groups alongside trained volunteer facilitators.
- Coordinate at least one annual in-person educational or survivor-focused program.

Volunteer Leadership

- Recruit, train, and support volunteers for fundraising events and community outreach activities.
- Lead volunteer committees and event-day teams.
- Foster strong volunteer engagement and recognition efforts.

Local Marketing & Communications Support

- Manage and moderate a local Facebook community group.
- Customize branded materials using approved Canva templates and organizational guidelines.
- Collaborate with local media and community partners to promote events and awareness initiatives.

What We're Looking For

- Bachelor's degree required.
- Minimum of 5 years of experience in nonprofit event management, peer-to-peer fundraising, or community engagement.
- Direct experience planning and executing charity walk/run events or similar large-scale fundraising events is strongly preferred.
- Proven success in managing volunteers, sponsors, and donor relationships.
- Strong project management and event logistics experience with the ability to manage multiple priorities and deadlines.
- Excellent communication and relationship-building skills.
- Comfortable with public speaking and representing the organization at events and community programs.
- Self-motivated and able to work independently in a remote environment.
- Experience with social media platforms and Canva preferred.
- Proficient in Microsoft Office and Google Workspace; CRM experience preferred.
- Ability to work occasional evenings and weekends and lift 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 dedicated to saving lives through ovarian cancer prevention, cure, and support. Since 1991, NOCC has worked nationwide to provide education, support programs, and awareness initiatives for survivors, caregivers, and communities impacted by ovarian cancer.

Equal Opportunity

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

To Apply

Please submit your resume, cover letter, and salary requirements to careers@ovarian.org.