

TENNESSEE MEMORY DISORDERS FOUNDATION AND CLINIC

local impact, global reach



Community Outreach and Events Coordinator

Status	Part-time, 16–20 hours per week
Location	Onsite at the clinic, with attendance at community events, conferences, and fairs as scheduled
Reports To	Executive Director

About Us

Tennessee Memory Disorders Foundation and Clinic is a non-profit dedicated to diagnosing and treating Alzheimer's disease, advancing access to clinical trials, training the next generation of physicians, and supporting caregivers and families across our community. Guided by our mission of local impact, global reach, we combine cutting-edge clinical care with deep community connection.

Position Summary

The Community Outreach and Events Coordinator plays a vital role in advancing the Foundation's mission by supporting donor communication, planning and executing fundraising and community events, and coordinating the Foundation's presence at conferences, fairs, and public speaking engagements. This role works closely with the Executive Director and partners across the organization — including the Marketing Intern, Clinical Coordinator, and Office Manager — to ensure our events, outreach, and donor relationships run smoothly and reflect the warmth and professionalism of our mission.

Key Responsibilities

Donor Communication & Administration

- Support timely, warm communication with donors, including thank-you correspondence, updates, and stewardship touchpoints
- Maintain accurate, up-to-date records of donations and donor information in the donor database
- Track and report on donation activity to support fundraising and board reporting needs
- Assist the Executive Director in preparing materials for donor meetings and communications

Fundraising & Community Event Planning

- Help plan and execute fundraising events from concept through post-event wrap-up, including logistics, vendor coordination, and on-site support
- Help plan and administer support group and community events, including scheduling, materials, and communications
- Coordinate event timelines, budgets, and volunteer or intern support as needed
- Gather and organize post-event feedback and outcomes to inform future planning

Conferences, Fairs & Public Speaking Coordination

- Coordinate Foundation participation in conferences, student fairs, and job fairs, including logistics and materials
- Partner with the Clinical Coordinator to organize pre-med intern involvement at events

- Research and identify appropriate public speaking opportunities for the Foundation and its physicians
- Coordinate logistics for confirmed speaking engagements

Cross-Team Collaboration

- Work with the Marketing Intern to ensure outreach materials and communications support event and donor needs
- Coordinate with the Office Manager on administrative and scheduling needs related to events and outreach
- Support the Executive Director on additional outreach, fundraising, and community initiatives as needed

Qualifications

- Experience in nonprofit outreach, donor relations, event planning, or a related field preferred
- Strong organizational skills with the ability to manage multiple projects and deadlines simultaneously
- Excellent written and verbal communication skills, with a warm, professional style
- Comfortable working with donors, volunteers, families, students, and clinical staff alike
- Experience with Givebutter or similar donor/fundraising platforms preferred
- Proficiency with Canva for creating event and outreach materials
- Proficiency with Microsoft Excel and standard office software (Word, email/calendar tools)
- Understanding of HIPAA and patient/family privacy requirements in a clinical setting
- Passion for supporting the Alzheimer's population and a genuine interest in the caregiving community
- Passion for the Foundation's mission
- Flexibility to work some evenings and weekends for events as needed
- Flexibility to work independently and in a team environment

Work Environment

This position is based primarily at the clinic, with regular travel to event venues, conferences, and community locations. Some lifting of event materials and standing for extended periods during events should be expected.

Compensation

Compensation range \$16-\$18/hour

To Apply

Please submit a resume and brief cover letter to Celia Gruzalski at celia.gruzalski@tmdf.org.