



Program & Events Manager

About the International Rett Syndrome Foundation (IRSF)

The International Rett Syndrome Foundation (IRSF) is the leading global research and patient advocacy organization dedicated to accelerating research and empowering families affected by Rett syndrome. IRSF serves a resilient international community of families, researchers, clinicians, and industry partners working toward a world without Rett syndrome.

IRSF is a virtual organization with fully remote team members across the U.S., united by a shared commitment to advancing research, education, and meaningful connections for the Rett community.

Why Join IRSF

This role offers the opportunity to contribute directly to programs that bring together families, clinicians, researchers, and advocates from across the Rett community. The Program & Events Manager plays an essential role in ensuring IRSF's programs are not only well-run but also thoughtfully delivered in service of the people we exist to support.

Position Summary

IRSF is seeking a *Program & Events Manager* to support the planning and execution of mission-driven, non-revenue programs and events. This role is primarily execution-focused and plays a critical part in ensuring IRSF's educational and internal programs are delivered with excellence, care, and attention to detail.

Reporting to the Sr. Director of Marketing & Communications, the Program & Events Manager will support IRSF-hosted programs, including the ASCEND Rett Syndrome National Summit, annual Scientific Meeting, regional educational (RettEd) Days, and live webinars. The role will also cross-organizationally support other teams as needed. The ideal candidate is highly organized, adaptable, and comfortable managing logistics for events serving specialized audiences, including families and individuals affected by Rett syndrome.

Position Details

Employment Type: Full-time, exempt

Salary Range: \$60,000-\$75,000

IRSF offers a comprehensive benefits package designed to support employee well-being, including 100% employer-paid health insurance for the employee; dental and vision coverage; a 401(k) retirement plan; paid time off; and a flexible, remote work environment. Benefits are available following a 90-day introductory period.

Key Responsibilities

Event & Program Execution

- Support the planning, coordination, and execution of IRSF's non-revenue programs and events, including in-person, virtual, and hybrid formats
- Manage detailed event logistics such as timelines, run-of-show documents, registration workflows, vendor coordination, and post-event follow-up
- Assist with venue research, contracts, catering coordination, A/V needs, travel logistics, and accommodations
- Support event budgets by tracking expenses, processing invoices, and maintaining organized records

Program Support & Collaboration

- Work cross-functionally with internal IRSF staff to support program goals and ensure alignment
- Coordinate with external vendors, speakers, sponsors, and partners to support successful event delivery
- Support speaker logistics, including scheduling, communications, and presentation coordination
- Maintain planning documents, timelines, and internal tools to ensure consistency and follow-through

Participant Experience & Attention to Detail

- Help ensure IRSF programs are delivered in a thoughtful, inclusive, and family-centered way
- Anticipate logistical needs and support smooth experiences for diverse participants
- Respond professionally and compassionately to event-related inquiries from families, attendees, and partners

Systems & Administration

- Maintain accurate records related to events and programs in IRSF's CRM and project management systems
- Support internal reporting and post-event evaluation efforts
- Draft and manage event-related communications, timelines, and documentation with a high level of accuracy and attention to detail
- Assist with event-related communications in collaboration with the Marketing & Communications team

Qualifications & Experience

- 2–5 years of experience in event coordination, program support, or a related role
- Experience supporting in-person and/or virtual events, conferences, or educational programs
- Strong attention to detail and ability to manage multiple timelines and priorities simultaneously
- Excellent written communication skills, including the ability to produce clear, accurate, and well-organized written materials
- Excellent organizational, communication, and problem-solving skills
- Ability to work independently while collaborating effectively across teams
- Comfort working with external partners such as vendors, speakers, and service providers
- High level of professionalism, adaptability, and follow-through
- Proficiency with Microsoft Office; experience with event, CRM, and project management tools a plus
- Willingness and ability to travel for events as needed
- Bachelor's degree or equivalent combination of education and relevant experience

How to Apply

Interested candidates should submit a resume and cover letter outlining their relevant experience and interest to Meghan Cordeiro, Sr. Director of Marketing & Communications, at mcordeiro@rettsyndrome.org.