

**American Liver Foundation  
Community Outreach Manager  
Great Lakes Division**

The American Liver Foundation (ALF) is the nation's leading non-profit organization promoting liver health and disease prevention. ALF provides research, education and advocacy for those affected by liver-related diseases, including hepatitis. To learn more about the American Liver Foundation visit [liverfoundation.org](http://liverfoundation.org) or call 800-GO-LIVER.

**Basic Functions:**

Provides support to the Executive Director for the overall leadership and management strategies designed to create cost effective and on-going sources of revenue, community presence and mission delivery within the division's market area.

**Management Scope:**

Accountable for assisting the Executive Director in managing division event and mission delivery through the development of an annual business plan strategy and in administering organization policies and procedures as necessary for the efficient functioning of the division through innovation, collaboration, excellence and a culture of accountability to the organizations' mission. Oversight of Community Event Coordinators.

**Essential Responsibilities:**

**Mission Involvement, Community Development and Public Relations**

- Provides support to the Executive Director for the leadership and management of mission delivery and fundraising initiatives.
- Develops, engages and maintains active involvement with the division Volunteer Medical and Lay Leadership Committees.
- Serves as the secondary staff spokesperson and communicator to promote the understanding of the organization's mission and presence in the division market areas.
- Cultivates productive relationships with the media and various constituent and related groups including professional, medical, educational, patients, families and grass-roots leadership.
- Responsible for ensuring national and local sponsors receive all benefits associated with all fundraising and mission sponsorship within the division

**Fund Raising:**

- Provides leadership, direction, management and training for division (staff direct reports) in the development and implementation of division's fundraising plans. Coordinates fundraising activities with National Special Events Manager
- Establishes an annual income development plan in coordination with the executive director that represents broad opportunities for special events fundraising (i.e. Marathon, Liver Life Walks and Flavors Culinary Gala), donor prospecting, cultivation, retention, upgrading, acknowledgement and recognition.
- Serves as the secondary liaison to and motivator and manager of the division Board, MAC and AMAC in its fundraising and mission responsibilities.
- Directs, and is actively engaged in, the cultivation and meaningful involvement of volunteers at all levels in income producing and programmatic activities.
- Evaluates the income growth potential of all division activities and develops appropriate strategies to ensure income stability and growth in coordination with the executive director.

- Evaluates the resources within the division-chartered area and develops plans which support maximum market penetration.
- Directs the cultivation, acquisition and expansion of foundation and corporate contributions through sponsorship and/or in-kind support in coordination with the executive director
- Identifies and incorporates meaningful mission delivery into fundraising initiatives.

#### Division Development

- Provides leadership, direction, management and training for division (staff direct reports) in the development and implementation of division's /organizational mission delivery plans.
- Provides leadership, support, materials, reports and assistance in building and implementing the on-going development of strong division leadership committees.
- Collaborates with the Executive Director to develop and manage the division's annual budget and plan of operations for short and long-range goals.
- Maintains a working knowledge of the organization's mission.

#### Administration

- Oversees the efficient and effective operation of division personnel and the facility in accordance with the established policies and procedures.
- Appraises operating results in terms of costs, approved budget compliance, operating policies, trends and increased net profit opportunities.
- Assists the Executive Director in the administration of established personnel policies and procedures.
- Ensures and oversees the preparation of reports, division records and other documentation as requested which present the progress and status of the division's plans and activities.
- Implements the approval process for all contracts, purchases and banking activities in accordance with organization policies.
- Represents the best interests, professionalism and integrity of the organization in all activities and relationships through a unified message of the mission and a commitment to organizational standards.
- Provides leadership in building confidence and strong working relationships between the division office and the national office.
- Ensures that the policies adopted by the organization through the National Board are understood and followed by all direct reports.

#### **Position Requirements:**

- Education- Bachelor's Degree or equivalent in education, training and experience. Three plus years of progressively responsible related experience with a minimum of 1 year in a supervisory capacity.
- Knowledge and skill in nonprofit management with emphasis on proven fundraising results, leadership board and volunteer development and mission delivery.
- Proficiency in fiscal management and revenue/expense forecasting.
- Above average skills in using Microsoft Word and Excel.
- Ability to leverage relationships and negotiate agreements.
- Skilled in exercising sound judgment and in possession of good analytical skills.
- Excellent oral and written communication skills.
- Proven supervisory, leadership and team building skills.
- Demonstrated experience in community development and strategic planning.
- Must be able to travel as needed, up to 25% of the year. Needs a flexible schedule as there are times during the year that require working on nights and weekends.
- Must be able to lift and carry at least 20 pounds

**EEO**

The American Liver Foundation (ALF) will aspire to involve every segment of the community in every aspect of its work and will demonstrate its commitment to and accountability for an inclusive environment in which differences are recognized, respected, valued and celebrated.

Please forward cover letter and resume to [Jdominguez@liverfoundation.org](mailto:Jdominguez@liverfoundation.org).

No phone calls please.