



EVENTS MANAGER

AMERICAN LIVER FOUNDATION

DESERT SOUTHWEST 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.

PRIMARY FUNCTION/PURPOSE:

This position reports directly to the Executive Director of the Desert Southwest Division. Under the direction of (and with support from) the Executive Director, the Events Manager will be responsible for coordinating events, fundraising and development, relationship building, and working to ensure the success of the division's special events initiatives and achieving each event's financial goals.

The Events Manager will oversee:

- *Liver Life Walk – Phoenix*
- *Liver Life Walk – Salt Lake City*
- *Liver Life Walk -Tucson*
- *Flavors of Phoenix*
- *Flavors of Salt Lake City*
- *Flavors of Tucson*
- Other special events/projects, as requested

The Events Manager will follow best practice systems and protocols for the division's *Liver Life Walks/Flavors* event fundraising as defined by the national office staff. The Events Manager must also be able to anticipate, plan, prioritize, strategize and react to changing needs and situations with professionalism, creativity, patience and integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Overseeing all elements of special events fundraising and activities, with support and guidance from the Executive Director
- Meeting all budgeted revenue and expense projections for all special events
- Identifying and recruiting corporate sponsors and building relationships with company representatives
- Stewarding existing sponsors and volunteers to maintain/increase their engagement

- Recruiting, cultivating and serving walk teams, volunteers and committees
- Identifying target audiences and building appropriate marketing and recruitment strategies for participants and volunteers
- Conducting and coordinating all logistical aspects of events
- Training and cultivating volunteers for all events
- Participating in annual budget planning process for special events
- Implementing marketing and business plans for assigned fundraising events
- Adhering to ALF event campaign standards
- Coordinating promotional, marketing and media activities
- Participate on regularly scheduled calls with the National Director of Special Events
- Preparing and maintaining financial records and statistical reports
- Monitoring and forecasting of each event/activity budget
- Assisting in the development, implementation and execution of other division activities, including educational programs and advocacy opportunities, when requested
- Managing event volunteers, when applicable
- Support division operations as needed, including but not limited to volunteer management, financials, MAC and BOD engagement and meetings and all other duties as requested

POSITION REQUIREMENTS:

- Bachelor's degree or equivalent in education, training and experience
- Minimum of 5 years of work experience in event planning
- Demonstrated record of meeting financial goals, preferably, in a similar non-profit environment
- Non-profit fundraising experience is highly preferred
- Demonstrated ability to accomplish results through strong volunteer recruitment and management
- Highly effective organization, multi-tasking, attention to detail, oral and written communication, negotiation, results-driven and interpersonal skills
- Experience managing, leading by example, and motivating staff and volunteers
- Must be comfortable on the phone and talking with diverse constituents and able to use multimedia/social media communications, such as Twitter, Facebook, Instagram, etc.
- Team player who is enthusiastically committed to promoting the growth and success of ALF and the division
- High value on transparency, operate with a sense of urgency and driven by self-motivation
- Must have the highest level of service excellence, leadership capabilities, accountability, and superior stewardship
- Proficiency in MS Office Suite, (Word, Excel, PowerPoint) and familiarity with fundraising software
- Must be able to work a flexible schedule, including occasional nights/or weekends
- Some travel required
- Reliable transportation, valid driver's license and auto insurance
- Ability to stand for extended periods and lift 25 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.

Position is located in Phoenix, Arizona. Telecommuting is not an option.

Please submit cover letter and resume along with salary requirements to gbartes@liverfoundation.org. Applications will be accepted until the position is filled.