

**American Liver Foundation
Great Lakes Division
Community Events Coordinator
(Logistics)**

PRIMARY FUNCTION/PURPOSE: The individual will be responsible for fundraising/mission logistics (venues, a/v, website management, entertainment/photographers/emcee/etc.) and work with guidance from the Community Events Manager and reporting to the Executive Director. Candidate must be able to anticipate, plan, prioritize and react to changing needs and situations with professionalism and integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Key responsibilities include managing all logistics for fundraising activities, educational outreach programs and providing local support on behalf of ALF. Will oversee all logistical elements of multiple special events and mission related campaigns; vendor due diligence and recommendations; identification of in-kind donors – personal services or tangible goods. Ensure the interconnectivity between fundraising activities and mission delivery are incorporated.

Responsibilities include but are not limited to:

- Work with Community Events Manager to identify all logistical needs and timelines for all ALF GLD activities
- Researching and identifying appropriate venues for all programs and events. Follow national guidelines regarding expense ceilings
- Coordinate all event logistics
- Negotiate all vendor relationships and obtain 3 bids for all expenses
- Identify and coordinate all in-kind relationships (emcees, photographers, videographers, entertainment, etc.)
- Maintenance of appropriate record-keeping (dashboard, financials, website updates)
- Monitoring of each event/activity budget
- Manage all webinar recordings
- Oversee volunteer recruitment
- Assist, as assigned, in the development and implementation of other division activities

POSITION REQUIREMENTS:

Education Requirement. Bachelor's degree in related field or equivalent in education, training and experience.

Experience.

- Minimum of 1-year logistical coordination
- Demonstrated ability to accomplish results through strong negotiation skills
- Proven track record in meeting deadlines and goals
- Highly effective organization, multi-tasking, attention to detail, oral and written communication, negotiation, accountability and interpersonal skills
- Team Player-committed to promoting the growth and success of ALF and the division
- High value on integrity, ALF core values, operate with a sense of urgency and driven by self-motivation
- Familiarity with online webinar services and ability to quickly adapt to organizational online management tools
- Proficiency in MS Office applications, social media

Work Environment:

- Maintains a valid driver's license and able to travel locally to conduct professional introductory or relationship cultivation meetings
- Must be able to lift to 20 pounds and able transport materials for events at various locations.
- Must be able to work a flexible schedule, including some nights and weekends
- Enjoy working in a non-traditional office environment

EOE

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 send your resume, cover letter and salary requirements to **Jacqueline Dominguez, Executive Director, Great Lakes Division** at jDominguez@liverfoundation.org.

[No Calls Accepted](#)