



AMERICAN LIVER FOUNDATION

EVENTS MANAGER MID-ATLANTIC DIVISION. PHILADELPHIA. PENNSYLVANIA

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 Mid-Atlantic Division. Under the direction of (and with support from) the Executive Director, the Events Manager will be responsible for coordinating, fundraising, developing 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
- Flavors of Philadelphia
- Cuisine for a Cause
- Other special events/projects, as requested

The Events Manager will follow best practice systems and protocols for the division's Liver Life Walks/Flavors/Challenge 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 from the Executive Director
- Meeting all budgeted revenue and expense projections for all special events
- Stewarding existing sponsors and volunteers to maintain/increase their engagement
- Demonstrated ability to accomplish results through strong volunteer recruitment and management. Recruiting, cultivating and serving walk teams, volunteers and committees
- Training and cultivating volunteers for all events
- Identifying target audiences and building appropriate marketing and recruitment strategies for participants and volunteers
- Implementing plans for assigned fundraising events
- Participate in and manage the establishment of systems and protocols for the division
- Adhering to ALF event campaign standards

- Coordinating promotional, marketing and media activities
- Preparing and maintaining financial records and statistical reports
- Participating in annual budget planning process for special events
- Monitoring and forecasting of each event/activity budget
- Assisting in the development and implementation of other division activities including educational programs and advocacy opportunities
- All other duties as necessary

POSITION REQUIREMENTS:

- Bachelor's degree or equivalent in education, training and experience
- Minimum of four (4) years of work experience in meeting fundraising goals, in a similar non-profit environment preferred
- Non-profit experience is highly preferred
- Highly effective organization, multi-tasking, attention to detail, oral and written communication, negotiation, results-driven and interpersonal skills
- Experience managing 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 is necessary
- Must be able to work a flexible schedule, including occasional nights/or weekends
- Some travel required
- Valid driver's license
- 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 Philadelphia, Pennsylvania. Telecommuting is not an option. Please submit cover letter and resume along with salary requirements to HR@liverfoundation.org. Applications will be accepted until the position is filled.