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.

PRIME FUNCTION/PURPOSE:

The individual will be responsible for the development and implementation of all Division special events. Reporting to the Executive Director of the Pacific Coast Division, the individual will develop and implement a plan of work to ensure the successful achievement of events. Additional duties including the daily operations of the Division as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

Under the supervision of the Executive Director, the Events Manager will prepare and implement the strategic initiatives of the Division as it relates to fund-raising activities.

- Oversee all the planning and execution of Sip n’ Savor (re tool to be an alcohol-free event), Liver Life Walk San Diego and Liver Life Walk Portland, Flavors Culinary Gala event, and any other fundraising events.
  - Recruiting and servicing walk teams, volunteers and committees.
  - Recruiting and managing the participation of restaurants, breweries, volunteers and committees for Sip n’ Savors.
  - Securing items for silent and live auctions connected to fund-raising events.
  - Recruiting and managing chefs/restaurant participation, volunteers and committees for Flavors of San Diego.
  - Identifying target audiences and building appropriate marketing and recruitment strategies for participants and volunteers.

- Identifying and recruiting in-kind corporate sponsors and building relationship with company representatives in conjunction with the Executive Director.

- Contribute to the public relations and marketing strategies that support fundraising and program activities, including web-based fundraising and all communications.

- Coordinate the release of monthly electronic newsletters, to include all Division activities.

- Interact with Board and Committee members as assigned.

- Ability to prioritize and handle multiple tasks while maintaining a high-level of attention to detail and professional quality of work.

- Handle all duties pertaining to production of collateral materials for fundraising events.
Coordinate fundraising activities to include the following:
1. Manage planning timelines for events.
2. Creating and maintaining accurate budgetary records and databases.
3. Securing applications, permits and logistical needs.
4. Maintain Division website and social media pages as needed.
5. Draft printed and email requests and acknowledgements.
6. Manage online event fundraising software in Engaged Donor.
7. Recruit and manage third-party fundraising relationships.
8. Secure vendor quotes and process invoices and deposits.
9. Volunteer recruitment for Division events.

Perform administrative tasks necessary, such as answering telephone, handling or referring calls/e-mails as appropriate.

All other duties as assigned.

POSITION REQUIREMENTS:

- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge of Engaged Donor, or other donor management or web-based fundraising software, preferred.
- Excellent planning, budgeting and organizational skills.
- Strong writing, communications and interpersonal skills.
- Ability to handle multiple projects simultaneously while maintaining quality of work and attention to detail.
- Ability to prioritize and organize activities while working within deadlines.
- Self-motivated with initiative and independent actions within the scope of responsibilities.
- Must be willing to work some evenings and weekends, with occasional travel.
- Valid California Driver’s License.

EDUCATION: Bachelor’s Degree (or equivalent in education, training and experience) required.

EXPERIENCE: Minimum of 3 years work experience in meeting fundraising goals, preferably in a similar non-profit environment. Non-profit experience is required.

WORK ENVIRONMENT:

- This is a full-time position. Work office location is the Mission Valley/Central Region of San Diego, CA.
- Remote work is not an option.
- Able and willing to lift/move event related materials weighing up to 25 lbs.

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 send cover letter, resume, and salary requirements to Scott Suckow, Executive Director at ssuckow@liverfoundation.org