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.

PRIMARY FUNCTION/PURPOSE: The Community Events Manager will be responsible for fundraising and development and will report to and work under the direction of the Executive Director to ensure the success of the division’s events, educational programming, and community initiatives, and to achieve its financial goals. The Community Events Manager must also be able to anticipate, plan, prioritize and react to changing needs and situations with flexibility, professionalism, and integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:
The Community Events Manager will also participate in and manage the establishment of systems and protocols for the division’s Signature Events/Programs/third-party/community event fundraising. The Community Events Manager will directly manage the Community Events Coordinator as directed by the Executive Director. The Community Events Manager must also be able to anticipate, plan, prioritize, and react to changing needs and situations with flexibility, professionalism, and integrity.

- Overseeing all elements of event and program fundraising activities as directed
- Manage the Community Events Coordinator, other staff and volunteers as directed
- Work in partnership with division staff to ensure effective communication
- Recruit corporate sponsors and build relationships with company representatives
- Recruit and manage walk teams, committees, and volunteers
- Identify target audiences and build appropriate marketing and recruitment strategies for participants and volunteers
- Conduct and coordinate all logistical aspects of events and programs, as directed
- Cultivate and train volunteers for all events
- Interact with Board and Medical Advisory Committee members as directed and when appropriate
- Assist Executive Director in division meetings and Foundation business as requested
- Research and development of sponsors and donors throughout division
- Grant submissions as directed
- Participating in annual budget planning process
- Adhering to annual business plan, special events, program revenue and expense budgets
- Planning and implementation of assigned fundraising events
- Coordinate and attend community partnership opportunities and division events and educational programs
- Adhere to ALF campaign standards and best practices
- Develop written communications and promotional materials
- Coordinate promotional, marketing, and media activities
- Represent ALF in public speaking engagements and meetings, as necessary or directed
• Perform administrative tasks necessary to special events, programs and the maintenance of the division
• Prepare and maintain division financial records, financial analysis, and statistical reports
• Assist with accounting and financial operations of division: prepare deposits and financial reports and division reports, process donations; data entry; update relevant files and databases as directed; process division mailings; process invoices and monitor weekly financial reports
• Spread, monitor, and forecast each event or program budget
• Assist in the development and implementation of other division activities, including but not limited to, advocacy and special initiatives
• Social media, media marketing and management of division programs and events as requested
• Performing other duties, as required, to meet the needs of the American Liver Foundation and the Desert Southwest Division

POSITION REQUIREMENTS:

• **Education.** Bachelor’s degree or equivalent in education, training and experience.
• **Experience.** Minimum of 3 years work experience in meeting fundraising goals, preferably in a similar non-profit environment. Non-profit experience is preferred.
• Minimum of 3 years work experience in successfully managing staff and/or volunteers.
• 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.
• Must be comfortable on the phone and talking with diverse constituents and able to use multimedia communications.
• Committed to promoting the growth and success of ALF and the division team.
• 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 required (Word, Excel, PowerPoint) and fundraising platform preferred (Engaged Donor/Blackbaud).
• Must be able to work a flexible schedule, including nights and weekend work.
• Valid Arizona driver’s license and ability to travel throughout division and nationally as requested. Position requires use of personal vehicle.
• Ability to stand for extended periods and lift 50 pounds.
• Field office location is Phoenix, AZ. (Telecommuting is not an option.)

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.

TO APPLY:
Please submit a cover letter, including salary requirements, and resume to Gina Bartes, Executive Director, Desert Southwest Division, at gbartes@liverfoundation.org.