



**American Liver Foundation**  
**National Coordinator, Events (Full-Time)**  
**National Office**

The American Liver Foundation (ALF) is the nation's leading non-profit organization promoting liver health and disease prevention. ALF promotes education, advocacy, support services and research for the prevention, treatment and cure of liver disease.

**PRIMARY FUNCTION/PURPOSE:**

Responsible for providing support to the national events staff and coordinate logistics for large- and small-scale national events.

Partner closely with national staff colleagues in program, development, stakeholder engagement, events and digital communications and support to ensure successful execution of activities.

Recognizing that collaboration with the development department is of utmost importance to ensure ALF's success, assist in identifying potential fundraising relationships while working closely with development colleagues.

This position reports to ALF's National Director, Events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serve as a contributing member of ALF's National Leadership Team.
2. Under the direction of the National Director, Events and in support of the National Managers, Events, coordinate logistics for program and special event while following industry and ALF best practices.
3. Collaborate with National Director, Events and National Managers, Events to drive and deliver greater revenue and stronger relationships, with a focus on effectively planning and executing, and contribute towards the team's efforts to increase in-kind sponsorships, auction procurement, participant/attendee recruitment and revenue and engage the liver community.
4. Collaborate with National Director, Events and National Managers, Events to create and coordinate annual Liver Life Walk, culinary and gala events, Liver Life Challenge, Go Dry and Third Party Fundraising operational plans, including marketing, budget adherence and project management.

5. Assist on all logistical aspects of ALF events and attend events to assist with execution, as assigned.
6. Assist with sponsorship fulfillment for secured partners and with identifying potential new in-kind and live/silent auction partners.
7. Assist National Managers, Event with relationship management of existing vendor and event partners, including price negotiations.
8. Maintain third party platforms including, but not limited to, Double the Donation, GiveSmart, Word Press, LiverWorks, Engaged Donor, etc.
9. Maintain the ALF Master Calendar spreadsheet, and other development-related spreadsheets such as weekly walk reports, communication schedule (email and social media), event demographics, analytics, etc.
10. Coordinate internal and external communications using tools such as Outlook, Engaged Donor, GiveSmart and other third-party software on an as needed basis.
11. Engage local planning and revenue-generating committees and leadership volunteers who will be door openers and doers for fundraising campaigns.
12. Complete special projects as assigned and partner with national departments when applicable to ensure organizational excellence.
13. Actively participate in learning opportunities for professional growth and self-improvement.
14. Prepare periodic progress reports as assigned.
15. Attend ALF meetings, programs and events when requested to do so.
16. All other duties as required.

**SUPERVISON:**

No direct reports.

**POSITION REQUIREMENTS:**

Bachelor's Degree or equivalent in education, training and experience.

**Experience/Skills/Knowledge:**

- 2+ years in non-profit, fundraising, event planning or a combination of relevant experience.
- Excellent relationship management skills.
- Strong written and oral communication skills.
- Great attention to detail and quality of work product.
- Ability to meet deadlines, stay organized and manage several projects in a fast-paced environment while maintaining a positive attitude.
- Strong skills working with Microsoft Office applications (Word, Excel, PowerPoint, Outlook), especially Excel.
- Online CRM database, Word Press, Zoom and GoToMeeting experience a plus.
- Must enjoy working as a member of a team with an attitude of "pitch-in", and "no-job-is-too-small", on multiple projects and handle pressure with grace.

**Work Environment:**

Must be willing to work a flexible schedule including some nights and weekends. Expected travel 5-10% when it is safe to do so. Must be able to lift up to 25 pounds.

**EEO**

The American Liver Foundation (ALF) is committed to involving every segment of the community in every aspect of its work and takes all necessary steps to demonstrate its commitment to and accountability for an inclusive environment in which differences are recognized, respected, valued and celebrated.