National Coordinator, Fundraising Events

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.

Position Summary
National Coordinator, Fundraising Events supports National Events team with assistance in the development of fundraising goals, soliciting donors, event participant recruitment and marketing, and support for logistics of large scale and small-scale national events. Events will include Walk-A-Thons, endurance campaigns, Gala type events and other fundraisers.

Support National Director, Events and National Managers, Events to drive and deliver greater revenue and stronger relationships. Contribute towards the team’s efforts to increase in-kind sponsorships, auction procurement, participant/attendee recruitment and revenue and engage the liver community.

The National Coordinator, Fundraising Events will partner closely with national staff colleagues in program, development, stakeholder engagement, events and digital communications and support to ensure successful execution of activities.

For a complete job description please go to https://liverfoundation.org/for-patients/about-alf/careers/#currently-open-positions

PLEASE SEND COVER LETTER AND SALARY REQUIREMENTS WITH YOUR RESUME

Position Requirements
Bachelor’s Degree or equivalent in education, training, and experience.

Although most of the work is completed remotely, the position also requires attendance and logistical management at our events at a minimum of three times annually.

Experience/Skills/Knowledge:
- 1+ 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.
- Strong skills working with Microsoft Office applications (Word, Excel, PowerPoint, Outlook), especially Excel.
- Online CRM database, Word Press, Zoom and GoToMeeting experience a plus.

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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.