



Events Manager

Who We Are:

Founded in 1977, the Les Turner ALS Foundation is the leader in comprehensive ALS care in Chicagoland. Although we're one of the largest independent ALS groups in the country, we treat each person like family, and we're committed to supporting them every step of the way. Our individualized approach ensures each person living with the disease receives the best quality of care, and our local community of support provides their loved ones with answers and encouragement. Our Les Turner ALS Center at Northwestern Medicine is led by the most well-respected and successful clinicians and researchers in the field, advancing vital care and research in pursuit of life-enhancing treatments and a cure.

Our mission is to provide the most comprehensive care and support to people living with ALS and their families in Chicagoland so they can confidently navigate the disease, and advance scientific research for the prevention, treatment and cure of ALS.

We're committed to supporting each person living with ALS, and those that love them, every step of the way.

POSITION DESCRIPTION:

We are seeking a dynamic self-starter with a record of success to join our family as an Events Manager. The Events Manager is a full-time position reporting to the Director of Development. In partnership with the department's other Events Manager, you will have major fundraising and event responsibilities associated with the Foundation's signature events as well as others determined by senior leadership. You will work closely with other members of the events team; including Events Manager, Development and Communications Associate, and Events Intern to achieve revenue and awareness goals for events.

You will possess experience in peer-to-peer fundraising, especially through the use of Blackbaud donor software including Luminate Online, and be creative, organized, strategic and collaborative. You thrive on challenges and want to make a difference in the Chicagoland ALS community.

REPORTS TO: Director of Development

CO-MANAGES: Events Intern

DUTIES INCLUDE BUT NOT LIMITED TO:

- 1. Event fundraising management:** Develop, implement and refine fundraising strategies on an annual basis to increase revenue and reduce expenses related to special events. Secure and coordinate all appropriate contracts, permits and licensing, manage materials, supplies and signage needed for event production.
- 2. Budgeting and project management:** Create and adhere to project budgets and timelines. Utilize Raisers Edge and/or Luminate to track and collect funds raised, monitor progress of registration, ticket sales and income goals and adjust plans as appropriate. Work with Director of

Development and Chief Executive Officer to create income and attendance projections for events. Conduct post-event follow up and action steps. Keep accurate records and comparison charts for every year.

3. **Event logistics and fundraising:** In conjunction with the Development team, coordinate logistical elements and encourage participant, team and corporate fundraising for the Foundation's signature events: Hope Through Caring Gala, Tag Days, Strike Out ALS 5k and 1 Mile Run, Walk & Roll, ALS Walk for Life, Team Race for ALS, Young Professional ALS Group and the Foundation's third party Fundraise Your Way program.
4. **Sponsorship:** Brainstorm with the Director of Development on potential sponsors and actively engage in creating strategies and messaging that identify potential in kind sponsors to supplement and enhance event day needs and fulfill Foundation sponsorship agreement requirements.
5. **Event communications and public relations:** In coordination with the Marketing and Communications team, develop and fine-tune strategic communications and marketing strategies for special events and programs. Actively work with the Marketing and Communication's team in creation of print and web-based materials to enhance fundraising efforts. Work with outside PR Consultant on media relations including story ideas and patient families to highlight.
6. **Volunteer Coordinator:** With assistance from the Development and Communications Associate, serve as Foundation lead in implementing, strengthening and overseeing Volunteer Program.
7. **Donor/participant/vendor relations:** Manage donors, vendors and participants. Properly manage relationships to ensure ongoing support and participation for all Foundation events.
8. **Data entry:** Responsible for the timely and accurate entry and updating of donor information, in-kind vendors and volunteers into Raiser's Edge and/or Luminare. May also include donation management and entry.
9. **Overall responsibilities:** Foster strong working relationships with board and committee members, patients, families, donors, volunteers and staff.
 - Ongoing contribution to the strategic long-term vision of the Foundation through suggestions for innovation and efficiencies in event and fundraising programming.
 - Critically evaluate the events to determine if they are effective
 - Investigate industry trends and new ideas for future fundraising initiatives and existing events
 - Contribute to Foundation communications and board materials as needed
 - Attend board meetings, committee meetings and programmatic events as applicable
 - Other duties as assigned by the Director of Development and Chief Executive Officer
 - Must possess ability to interact professionally with donors, visitors, vendors and internal staff
 - Be passionate about and comfortable working with people and families affected by ALS

QUALIFICATIONS:

- Bachelor's degree, with a minimum of 3-6 years of experience in event management and fundraising, preferably with a nonprofit organization
- Proficiency with Raiser's Edge and Luminare Online

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- Strong analytical thinking, problem solving and communication skills (both written and oral) with a demonstrated attention to detail and strong organizational skills
- Proven ability to successfully handle multiple projects, meet critical deadlines and work independently, as well as part of a team
- Possess an ability to interact professionally with potential donors, participants, external vendors, volunteers and board members
- Must be resourceful and creative with a commitment to relationship building
- Must have car and valid driver's license
- Flexibility to attend evening and/or weekend meetings and/or events
- Proficiency with Microsoft Office applications. Strong Excel skills are required

What We Offer:

We offer a warm, friendly office environment full of highly-motivated and inspiring teammates. Salary for this role is competitive and commensurate with your skills and experience. Our benefits package is robust and includes: comprehensive health insurance, 401k with organizational match, generous paid time off, nine paid holidays, summer hours, disability and life insurance.

The Events Manager is a full-time, salaried, exempt position. The Foundation complies with the Fair Labor Standards Act and the Americans with Disabilities Act.

To Apply:

Submit cover letter, resume and a writing sample (no more than three pages) to sschapiro@lesturnerals.org writing "Events Manager" in the subject line. Please indicate salary expectations. Applications will be accepted until the position is filled.