

A BREATH *of* HOPE

L U N G F O U N D A T I O N

Organization Description

A Breath of Hope Lung Foundation (ABOH) is an independent 501(c)(3) nonprofit with a mission to improve lung cancer survivorship through research, awareness and education, and support of patients and families.

Position Description – Event and Corporate Engagement Manager

Job Summary: The Event and Corporate Engagement Manager plays a critical role in planning and executing multiple annual signature, fundraising, and program events in collaboration with the Executive Director, Development Director, staff, and volunteer leaders. In addition, this position develops strong corporate partnerships that support ABOH with financial, volunteer, and in-kind contributions. The Event and Corporate Engagement Manager is a team player who has a passion for volunteer, donor, and corporate cultivation through events - and shows sensitivity to individuals/families impacted by lung cancer.

Essential Job Duties

Event Management

- Works with the Executive Director and Development Director to determine overall strategy, goals, and budget for each event
- Acts as the project manager for all events; creates and manages timelines in coordination with other staff to ensure all elements of an event is delivered on time – including the search for and management of event vendors, venue selection, promotion, registration, sponsorship recruitment, event staging, auctions, program/speakers, and food/refreshments
- Utilizes best practices in nonprofit event management and ensures all legal requirements are met for fundraising components
- Works with the Communications Coordinator and Patient & Family Support Manager to create compelling promotional materials and ensure effective use of technology and event platforms; creates content for social media posts to promote events
- Works with Executive Director, Development Director and key staff to develop key messages and stage the program at events
- Communicates professionally with all ABOH stakeholders associated with events
- Evaluates and reports post-event success, gathers feedback, and determines financial return on investment; identifies opportunities to improve results

Individual Engagement and Cultivation

- Strives for continuous improvement in creating engaging and positive participant, volunteer, and donor experiences
- Recruits, trains, supports, and leads teams of volunteers to plan and execute events
- Develops/refines volunteer roles and training for committees and day-of participation

- Contributes to revenue by developing personal relationships with key stakeholders and donors who support events; refers to appropriate staff for follow-up and cultivation
- Solicits and coordinates in-kind contributions and sponsorships from individuals and committee members
- Coordinates post-event recognition, acknowledgement, and appreciation for volunteers and donors
- Manages peer-to-peer fundraising process
- Provides resources and support to ABOH supporters interested in hosting 3rd party events on the organization's behalf

Corporate Engagement and Cultivation

- Works with the Executive Director and Development Director to develop and implement a corporate engagement and sponsorship strategy to create mutually beneficial opportunities for corporate partners
- Actively researches and cultivates new corporate sponsorship opportunities while focusing on retention of existing relationships; manages all sponsorship logistics, including fulfillment of benefits
- Identifies and supports opportunities for corporate engagement through events
- Works with the Development Director to write and submit written funding proposals for sponsorship support
- Solicits in-kind event donations from local businesses
- Works with the Communications Coordinator to recognize corporate partnerships, sponsorships, and contributions

Tactical Event Execution

- Communicates event logistics and responsibilities to ABOH staff, volunteers, and participants in a timely and professional manner via email, staff meetings and the staff calendar
- Secures and manages external event vendors and coordinates logistical details in a timely manner; ensures vendor payment and database entry/notes
- Works with Communications Coordinator to implement user-friendly event registration
- Works with Communications Coordinator to design all event print materials, including flyers, invitations, programs, signage
- Manages and oversees event day-of logistics including problem-solving, welcoming guests, directing set-up and take down, live and silent auctions, volunteer coordination, vendors, etc.
- Orders event supplies and materials as needed
- Manages event supplies in off-site storage unit
- Ensures all individual and corporate sponsorship commitments are fulfilled and acknowledged

Other

- Actively participates in staff/organizational meetings and activities
- Works with key staff to plan and execute ABOH volunteer-appreciation efforts
- Manages ABOH off-site storage unit
- Supervises future event interns and/or staff
- Assists leadership with other duties as assigned

Qualifications

Required:

- Bachelor's degree from a 4-year university or college in event management or related field
- Minimum of 2 years of demonstrated success in event management
- Minimum of 2 years of nonprofit fundraising experience with emphasis on donor, volunteer, and corporate cultivation through events
- Strong computer skills and technical aptitude
- Excellent oral and written communication skills
- Excellent organizational skills with attention to detail and ability to work independently
- Self-motivated with an ability to manage multiple projects simultaneously
- Availability to work occasional nights and weekends to support special events and activities
- Demonstrated success in high quality customer service with internal and external stakeholders

Preferred:

- Experience in implementing a corporate engagement and sponsorship strategy to create mutually beneficial opportunities for corporate partners
- Understanding of nonprofit fundraising best practices and legal requirements
- Understanding of peer-to-peer fundraising strategy and process
- Experience or strong interest in working with volunteers in planning/managing events
- Experience in working with relational databases a plus
- Experience with social media a plus
- Basic graphic design a plus

Core Competencies: ABOH is searching for an individual who can balance the demands of detailed event management with best practices in fundraising, including donor/volunteer/corporate cultivation. The Manager will inspire others through successful teams and will drive for results within a fast-moving environment, and will be solution focused with effective problem-solving skills, resiliency, and flexibility. Our new Event and Corporate Engagement Manager will act with ethics, integrity, and respect for confidentiality. The Manager will show commitment to core organizational values and inclusive practices in diversity and equity.

Physical Demands:

This position requires prolonged sitting and working on a computer for extended periods of time; standing for long periods of time; travel to various work sites/events/meetings; ability to lift 30 pounds.

Position Classification, Expected Hours, and Location of Work: This position is a full-time, exempt, salaried position. As an exempt employee, additional hours may be required to complete job duties on evenings/weekends/and leading up to events. HQ offices are located in Wayzata, Minnesota. During Covid-19 and possibly beyond, work will be performed remotely from your home with some hours in the Wayzata office. Candidates must have access to steady internet service. Home office equipment (such as a laptop, monitor, printer as needed, supplies, and cell phone are provided).

Travel Expectations: There will be travel to off-site meetings and events which will require limited local travel, as well as fundraising events in Florida (post COVID-19).

Salary Range: Dependent on experience and qualifications.

Benefits: Generous PTO/Holidays/Sick time; medical stipend; 401k plan with 3% match.

To apply: Applicants must submit a resume, formal cover letter, and if possible, an example of an event promotional piece developed by the applicant to jobs@abreathofhope.org

Resumes preferred by February 5, 2021.

Preferred start date: March 1, 2021.