



A Breath of Hope

LUNG FOUNDATION

Job Title: Event and Sponsor Benefits Manager

Reports to: Program Director

FLSA Classification: Exempt; salaried

Hours: Full-time, including occasional nights and weekend hours

Salary: \$55,000-\$65,000 DOQ

Job Summary: The Event and Corporate Engagement Manager plays a critical role in planning and executing multiple annual signature, fundraising, and patient events in collaboration with the Executive Director, other 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 Sponsor Benefits 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 Functions:

Event Management

- Works with the Executive Director and Program 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 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, Program Manager and Communications Manager to develop key messages and stage the program at events
- Communicates professionally with all ABOH stakeholders associated with events
- Evaluates 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 inspires teams of volunteers to plan and execute events
- Develops and refines volunteer roles for committees and day-of participation
- Contributes to revenue by developing personal relationships with key stakeholders and donors who support events

- Solicits in-kind contributions and sponsorships from individuals, board members, and committee members
- Coordinates post-event recognition, acknowledgement, and appreciation for volunteers and donors
- 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 Program 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 Program or Executive Director to write and submit written funding proposals for sponsorship support
- Solicits in-kind event donations from local businesses
- Works with the Communications Manager 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
- Works with Communications Manager to implement user-friendly event registration
- Works with Communications Manager 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, event volunteers, 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 the Program Manager to plan and execute ABOH volunteer-appreciation efforts
- Manages ABOH off-site storage unit
- Supervises event interns and/or future event 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
- 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 nonprofit fundraising with emphasis on donor, volunteer, and corporate cultivation through events
- 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
- 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

Competencies:

- Acts with ethics, integrity, and commitment to core values
- Ability to adhere to nonprofit best practices and respect for confidentiality
- Commitment to diversity, equity, and inclusion practices
- Drives for results
- Contributes to successful teams
- Solution focused with effective problem-solving skills
- Resilient and flexible, able to adapt within a fast-moving environment

Physical Demands

- Able to work on a computer for extended periods of time
- Able to stand for long periods of time
- Able to get to and from various work sites/events/meetings in the metro area
- Able to lift 50 pounds

Additional Notes

- Due to Covid-19, the ABOH staff are working in a hybrid model with some days in our Minnetonka office and other days from home until further notice
- Must have access to steady internet service
- Home office equipment, such as a laptop, monitor, supplies, and cell phone are provided