

Position Title: Constituent Events Manager - Western NY

Organization: Alzheimer's Association

AFP-WNY Post Date: January 29, 2018

General Summary

This position is responsible for year-round coordination, implementation, and revenue outcomes for the WNY Chapter's The Longest Day (TLD), Walk to End Alzheimer's (WTEA) events, and RivALZ Blondes vs. Brunettes. The Development Manager will recruit and manage volunteers, and partner with staff to meet aggressive participant and fundraising goals. Candidate must exercise excellent judgment, provide careful attention to details, possess excellent oral and written communication skills, and present with poise, confidence and professionalism. There are high expectations for meeting tight deadlines and accurate work.

Essential functions:

- Responsible for achieving current revenue targets and expense budgets for TLD, WTEA, and RivALZ with direct accountability for goals set forth in the annual budget
- Develop and follow a comprehensive plan for TLD, WTEA and BVB that includes budgets, timelines, team recruitment and retention strategies, volunteer committee development, marketing, and logistics
- Develop community contacts to recruit high level volunteer leadership on planning committees, and garner community support
- Through volunteer networks, prospect, cultivate and steward TLD, WTEA, and BVB teams, sponsors and participants to achieve goals
- Ensure volunteer committees are recruited, trained and developed according to the national timeline, utilizing best practices, standards and guidelines
- Work with volunteer planning committees to organize outreach activities that promote the Alzheimer's Association mission and services, including community presentations and corporate engagement opportunities
- Ensure timely and efficient event-related data entry and donation processing
- Manage appropriate websites and run necessary reports
- Serve as chapter representative and liaison for third party events, including Run Jimmy Run 5K and Wingfest

ADDITIONAL JOB RESPONSIBILITIES

- Promote employee education sessions to local corporations to generate awareness and reach out to others, give back to the corporate sector, and to open new doors for sponsorship opportunities
- Assure compliance with Alzheimer's Association policies, standards and regulatory requirements
- Other duties as assigned

Qualifications:

- Bachelor's degree from an accredited college or university
- 3-5 years demonstrated ability to recruit, motivate and coach volunteers in a fundraising environment
- 3-5 years' experience in mass market fundraising events, with demonstrated year over year growth in revenue
- Demonstrated ability to form and develop corporate relationships and partnerships
- Ability to sell the Association's programs and events to a variety of audiences, including corporate management, individual participants and volunteers
- Strong project management skills including the ability to prioritize, coordinate and advance several projects simultaneously

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- Strong verbal, written communication and interpersonal skills
- Ability to diplomatically engage with a variety of personalities in a positive manner
- Ability to motivate, inspire and delegate work to volunteers
- Ability to work independently with little daily supervision
- Ability to support and articulately promote the mission of the Alzheimer's Association and our event fundraising strategies
- Excellent computer skills including MS Office suite required. Familiarity with Convio and Gmail preferred
- Outstanding presentation and public speaking skills to represent the Association in a professional and compelling manner
- Ability to work a flexible schedule, including weekends as needed during peak Walk season
- Must possess a reliable personal vehicle, valid driver's license and proof of automobile insurance
- Ability and willingness to travel as needed to conduct Chapter business (mostly same day, intra-state travel)
- Must be able to lift, carry, transport, and setup a variety materials (weighing up to 40 pounds)

Please apply online only:

<https://alz.org/apps/jobs/JobSearchListing.asp?IDNum=2806&Chapter=Western%20New%20York>