



POSITION ANNOUNCEMENT

Position: Manager, Events
Status: Full time, Exempt
Location: Wilshire Office

GENERAL SUMMARY:

Lead the fundraising, event management, coordination, and oversight of multiple Alzheimer's Los Angeles' annual events, including walk4ALZ® and run4ALZ®; and other fundraising events. Accountable for reaching revenue and participation goals through team, participant, and volunteer engagement. Coordinate cross-departmentally to maximize special events' ability to reach other strategic agency and programmatic goals.

Essential Job Functions:

- Accountable for the achievement of revenue and performance targets for walk4ALZ and Run4ALZ
- Responsible for cultivation, recruitment, training, coaching, and recognition of walk4ALZ and Run4ALZ teams and participants
- Lead the event management, marketing, and production of walk4ALZ in consultation with Director, Events & Strategic Partnerships
- Recruit and nurture relationships in the community to create and engage a local volunteer leadership committee for each large event
- Support corporate partnerships growth (cash and in-kind), as well as the implementation of corporate partnership deliverables
- Cultivate increased levels of participation, including personal giving, from individuals and teams
- Help execute events as needed for purposes of cultivating and recognizing participants and donors
- Engage local communities in order to grow and strengthen event participation; leadership committees; team and participant engagement; and corporate sponsors
- Work cross-departmentally to achieve programmatic, marketing, advocacy, and other critical organizational goals at special events
- Plan kick-off and thank-you events (when appropriate) as well as support participants in executing wrap-around events
- Represent the organization at public events, conferences, workshops, and media events as needed
- Support participant and volunteer retention through year-round engagement activities
- Ensure compliance with all Alzheimer's Los Angeles policies, procedures, standards, and applicable regulatory requirements; promote agency-wide programs and initiatives
- Other duties as assigned

Qualifications, Skills, and Experience Required

- Bachelor's degree in a related field or equivalent work experience
- Minimum 3 yrs. experience in special events, including leadership role coordinating logistics for a mass market event or similar
- Three or more years' fundraising experience for a nonprofit organization
- Excellent customer service and account management skills
- Successful experience working with and supervising volunteers in fundraising activities
- Excellent organizational skills
- Excellent written and verbal communication skills
- Public speaking experience
- Knowledgeable about social media strategy
- Proficient in event planning and executing timelines
- Proficiency with Microsoft Office applications, especially Word and Excel
- Experience using online fundraising software or CRM software
- Ability to work evenings and weekends, especially during event periods as needed
- Ability to travel as needed to perform job duties
- Bilingual English/Spanish highly desirable
- Experience using DonorPerfect CRM, Constant Contact and Classy Peer-to-Peer platforms a plus
- Ability to prioritize, multi-task, and meet deadlines
- Ability to work independently and collaboratively in a team setting
- Ability to communicate effectively, in person, to a variety of audiences
- Ability to work effectively with diverse populations

Send cover letter, including salary requirements, and resume to:

Alzheimer's Los Angeles
Attn: Human Resources
4221 Wilshire Blvd., Suite 400
Los Angeles, CA 90010
E-mail: alzqlajob@gmail.com
(Word attachments only: Include the job title in the subject line)
Fax: 323-938-1036

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance (FCIHO).

Alzheimer's Los Angeles (Alzheimer's LA) offers a competitive salary + benefits. Alzheimer's LA is an M/F, Disabled, and Vet EEO/AA Employer.