

POSITION DESCRIPTION

Position Title: Campaign Manager
Location: Northwest Chapter
Reports to: Executive Director, Northwest Chapter

BRIEF DESCRIPTION

The Campaign Manager (“CM”) is responsible for executing event-based fundraising and education programs for the Northwest Chapter of the American Parkinson Disease Association (“APDA Northwest”), by developing relationships with and securing financial contributions from individuals, businesses and organizations in support of APDA events, activities and programs, and by raising public awareness to maximize service delivery and revenue generation potential in the community.

The ideal candidate must be passionate about fundraising in a mission-based organization. They should be organized, energetic, and a self-starter, with proven experience in achieving fundraising budgets and/or growing event revenues in a philanthropic environment. This position is ideal for someone with fundraising, marketing and communications strengths, who is able to multi-task while prioritizing deadlines, deliver exceptional customer service, and utilize keen problem-solving and judgment skills.

PRIMARY RESPONSIBILITIES

- Take lead organizational role on annual Optimism Walk, handling planning, sponsorship and fundraising logistics, with direct accountability for goals set forth in the annual budget. Assist with planning and logistics for other fundraising events and education programs.
- Grow third party events and personal donation campaigns by establishing guidelines, resources and outreach methods and assist donors in implementation.
- Serve as APDA Northwest representative at community events, meetings and networking activities.
- Convert new sponsors into committed supporters. Recruit and retain sponsorships to increase revenue goals each year.
- Maintain and broaden social networking to benefit events, APDA Northwest, and increase outreach to the community.
- Work with Program Director to maintain APDA Northwest website, updating content and links so that users can easily find valuable information on events, programs and classes.
- Create an annual calendar to ensure regular advance distribution of e-blasts and e-newsletters, as well as being responsible for content, development and distribution.

- Work in conjunction with Executive Director to increase awareness of APDA Northwest by developing and maintaining relationships with media outlets; write, submit and follow-up on press releases and stories.
- Maintain volunteer program, including recruitment, interviewing, screening, scheduling, and supervising all volunteers.
- Maintain event and donor databases, and oversee acknowledgment process.

Disclaimer: APDA Northwest retains the right to change or assign other duties to this position. The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position, and should not be construed as an exhaustive list of all responsibilities, duties and skills required of the CM. The CM may be required to perform duties outside of their normal duties, in recognition that APDA Northwest is a small office and a willingness to assist in all areas is essential.

POSITION REQUIREMENTS

- Three years' experience, preferably in fundraising, event management, sales, and/or marketing
- Proven experience in achieving fundraising or sales budgets and/or growing event revenues
- Experience in volunteer and project management

EDUCATION

- Bachelor's degree preferred, or equivalent combination of education and experience. Previous experience with a nonprofit organization preferred.

RELATED SKILLS

- Outcomes-driven. Motivated to meet and exceed fundraising goals.
- Excellent in managing deadlines. Prioritizes and manages multiple projects and priorities, with ability to adapt to changes in work environment, competing demands and unexpected events, and analyze information in order to make timely, appropriate decisions.
- Leadership ability with highly developed verbal, written, organization, listening and presentation skills, including proofreading and public speaking.
- Demonstrate ability to take initiative and work independently within a fast-paced environment. Self-starter.
- Capable of directing and working effectively with donors, volunteers, board members, staff and committees in a wide range of activities while under pressure and/or deadlines.
- Strong interpersonal skills to communicate with constituents and colleagues with diplomacy and professionalism, and foster a team-environment.
- Goal oriented self-starter that strives for optimum results, resolves conflict, and promotes cooperation, commitment, and pride. Understanding of business implications of decisions, and ability to align work with strategic goals.
- Strong computer skills and ability to use existing technology to achieve desired results. Proficient in latest versions of Microsoft Office applications including Word, Excel, Outlook and PowerPoint.

NORTHWEST CHAPTER

- Experience with donor database and event software such as DonorPerfect, Salsa, and Greater Giving, and email platforms such as Constant Contact.
- Proficient in social media platforms.
- Willingness and ability to travel as required to perform job. Must have personal, reliable transportation.
- Willingness and flexibility to occasionally work evenings and/or weekends as necessary to carry out responsibilities.
- Strong commitment to customer service and community relations.
- Ability to network effectively and establish long-term relationships with donors, sponsors and the Parkinson's community. Comfortable with soliciting sponsorship and donations.
- Maintain high level of integrity, diplomacy and initiative.

CORE COMPETENCIES

- Entrepreneurial Spirit
- Results Driven
- Stakeholder Focus
- Decision Making
- Problem Solving
- Taking Initiative
- Managing Performance
- Team Focus
- Managing Change
- Building Collaborative Relationships
- Building Trust
- Flexibility

To apply, send cover letter, reference contact information, and resume to jobs@apdaparkinson.org