

Our client, American Parkinson Disease Association is currently seeking a **Fundraising Event Manager** to join their growing organization. The position is a **remote (work from home)** based position, but **must live in the Boston area**, to travel to events and meetings. The ideal candidate is passionate about fundraising in a mission-based organization, organized, energetic, and a self-starter with proven experience in organizing and managing large scale fundraising events, achieving fundraising budgets and growing event revenues in a philanthropic environment.

AMERICAN PARKINSON DISEASE ASSOCIATION:

Every day, the American Parkinson Disease Association (APDA) provides the support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest. APDA is the largest grassroots network dedicated to fighting Parkinson's disease, a chronic, neurological disorder, and works tirelessly to help the approximately one million people with Parkinson's disease in the United States live life to the fullest. Parkinson's Disease Facts:

- Every 9 minutes there is a new diagnosis
- Parkinson's disease affects 10 million people globally and growing, more than MS, ALS and Muscular Dystrophy combined, making it the second most common neurological disorder.
- Parkinson's is the world's fastest growing neurological disease, surpassing the growth rate of Alzheimer's disease.
- From 1990 to 2015 the prevalence of Parkinson's disease (PD) doubled.

Founded in 1961, American Parkinson Disease Association has raised and invested more than \$226 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of Parkinson's disease and ultimately put an end to this disease. To join us in the fight against Parkinson's disease and to learn more about the support American Parkinson Disease Association provides nationally through our network of Chapters and Information & Referral Centers, as well as our national Research Program and Centers for Advanced Research, please visit us at www.apdaparkinson.org.

The organization's 2022-2024 Strategic Plan outlines ambitious targets, including:

1. Expand constituent-centric, evidence-based, and impactful programs, services, and research that improves quality of life throughout the disease continuum.
2. Cultivate partnerships and collaborations to expand and elevate mission delivery to meet Parkinson community needs.
3. Expand reach to under-served, under-studied and under-represented communities to promote health equality and access to care and provide education and support.

The Fundraising Event Manager plays a critical role in the organization being able to successfully accomplish the goals of the strategic plan in that they are responsible for raising the funds to carry out this mission.

THE ROLE:

The Fundraising Event Manager is a key member of the Development Team responsible for executing event-based fundraising for the Massachusetts and New England Region of the American Parkinson Disease Association, by developing relationships with and securing financial contributions from individuals, businesses and organizations in support of APDA events, activities and programs, by raising public awareness to maximize service delivery and revenue generation potential, and delivering high- quality customer service.

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

Represent APDA to internal and external stakeholders, donors, prospects, and the public. Willing to ultimately help meet the objectives of American Parkinson Disease Association's mission: *"Every day, we provide the*

support, education, and research that will help everyone impacted by Parkinson's disease live life to the fullest."

You will have the ability to:

- Lead the annual Optimism Walks, handling planning, sponsorship, and fundraising logistics, with direct accountability for goals set forth in the annual budget.
- Assist with planning, lead logistics delivery for other fundraising events.
- Assist in securing sponsorship support for annual events.
- Grow third party fundraising events and personal donation campaigns by establishing guidelines, resources and outreach methods and assist donors in implementation.
- Serve as a 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 media presence to increase outreach to the community.
- Help maintain the chapter's 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 collecting content, development, and distribution.
- Increase awareness of APDA by developing and maintaining relationships with media outlets; write, submit and follow-up on press releases and stories.
- Recruit, motivate and manage volunteers at all program and fundraising events.
- Create and maintain fundraising event websites.
- Assist in the recruitment, training and management of the APDA Board.

YOUR EXPERTISE:

- Bachelor's Degree required.
- 5+ years of prior experience, preferably in fundraising, event management, sales, and/or marketing. Previous experience with a nonprofit organization preferred.
- Proven experience in achieving fundraising or sales budgets and/or growing event revenues.
- Experience in volunteer and project management.
- Ability to acquire funding and underwriting for patient-centered programs and services.
- Demonstrated capability to use Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, and Outlook).
- 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 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.
- 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, Publisher, Power Point, Word Press, Canva and Adobe Creative Suite is preferred.
- Experience with CRM, donor database and event software such as Every Action, DonorPerfect, Donor Drive, Greater Giving, and email platforms such as Constant Contact.
- Proficient in social media platforms.
- 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.
- Personal qualities of integrity, credibility, and a commitment to and passion for American Parkinson Disease Association mission.
- Travel requirements: Up to 25% travel, nationally and locally, and irregular hours including evening or weekend meetings, or events as needed.

Salary and Benefits:

- Annual salary based on background and experience. Range starts at \$65,000.
- Medical, Dental and Vision on the first day of the month after start date.
- 401K after three months of service (no company match).
- Life Insurance.
- Pension eligible after one year of service and fully vested after five years of service.
- HSA & FSA spending accounts available.
- Paid time off in addition to standard holidays.

Successful candidates are required to be fully vaccinated for Covid-19, absent medical or religious accommodations.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you! **Please forward your resume to kmartone@operationsinc.com**

We're OperationsInc, a Human Resources Outsourcing and Consulting firm. Since 2001, OperationsInc has been supporting a base of over 1,400 clients with their diverse and evolving HR needs.

American Parkinson Disease Association (APDA) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, APDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. APDA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of APDA's employees to perform their job duties may result in discipline up to and including discharge. APDA will provide reasonable accommodations for qualified individuals with disabilities.