

## **Fundraising Event Manager**

**Greater Chicagoland, IL**

The American Parkinson Disease Association is currently seeking a **Fundraising and Events Manager (FEM)** to join their growing organization. The position is a full-time, exempt, **remote** based position, but **must live in the Greater Chicagoland area**, to travel to cultivate donors, and attend 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 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.

APDA provides an array of dynamic community-based programs and services in the State. The Illinois Chapter is well-established and works in close partnership with APDA's additional assets in the market, including an Information and Referral Center at the University of Chicago. Currently, the Chapter currently has two staff people with annual revenues of \$200,000+, the majority of which is raised through events. The Chapter's largest event is based in Naperville. The Illinois Chapter seeks a FEM to achieve continued growth and champion development efforts in the region.

### **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. Founded in 1961, American Parkinson Disease Association has raised and invested more than \$282 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.

### **THE ROLE:**

The Fundraising and Events Manager is a key member of the Development Team responsible for executing event-based fundraising for the Illinois Chapter 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, delivering high-quality customer service, and 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 fundraising events including Optimism Walks and other event-based fundraising by handling planning, sponsorship, and logistics, with direct accountability for goals set forth in the annual budget.
- Recruit, train, motivate and manage event committees and event-day volunteers.
- 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 advanced 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 Chapter's Board.

### **QUALIFICATIONS**

- Bachelor's Degree required, preferably in business or communications/marketing discipline and/or five years' experience in corporate development or event/fundraising or equivalent combination of education and experience.
- 3+ years of prior direct experience in fundraising and development through events, forming new corporate alliances and partnerships, individual and grant support, preferably in a non-profit setting with a field-based organization.
- Proven track record of revenue growth and success adhering to budget and timeline expectations.
- Proven ability to engage staff, volunteers, sponsors, donors, and others and lead them toward achievement of fundraising goals.
- Willingness to travel around the Greater Chicagoland area and work irregular hours including attending evening or weekend meetings or events as necessary to fulfill responsibilities.
- Experience in donor database software and user fluency in fundraising databases, research tools, and web-based platforms such as wealth/foundation search tools, CRM, and online fundraising platforms, such as Raiser's Edge, DonorPerfect, Salesforce, and Qgiv.

### **RELATED SKILLS & KNOWLEDGE**

- Knowledge of philanthropic community.
- Ability to establish performance metrics and indicators to measure success.
- 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.

- Motivated to meet and exceed fundraising goals.
- Ability to prospect/cold-call new businesses to solicit sponsorships; comfortable with networking.
- Strong computer skills and ability to use existing technology to achieve desired results.
- Skilled in exercising sound judgment.
- Proficient in the latest versions of Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Excellent interpersonal skills and ability to connect and articulate the American Parkinson Disease Association's mission and results.
- Highly developed verbal, written, organization and presentation skills, including proofreading and public speaking.
- Undertake self-development activities to learn new skills.

### **SALARY & BENEFITS**

- Base Salary Range: \$70,000 - \$75,000. Annual salary based on background and experience.
- APDA has an attractive benefits package including: Medical, Dental, Vision, 401k, Life Insurance, Pension, HSA & FSA spending accounts available; Paid time off in addition to standard holidays.

APDA is an equal opportunity employer and is committed to workplace diversity.  
Candidates from diverse backgrounds are encouraged to apply.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we would like to hear from you!

**Please forward your cover letter, resume, and reference contact information to:**  
Alana McCoy [Alana\\_McCoy@ajg.com](mailto:Alana_McCoy@ajg.com)

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