

The American Parkinson Disease Association Georgia Chapter is currently seeking a **Fundraising and Events Manager (FEM)** to join their growing organization and champion development efforts.

The position is a full-time, exempt, remote position, but **must live in the Greater Atlanta 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.

### **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 \$313 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.

APDA's Georgia Chapter is well-established and provides an array of dynamic community-based programs and services in the State. The Georgia Chapter works in close partnership with APDA's additional assets in the market, including an Information and Referral Center at the Morehouse School of Medicine/Grady Hospital. Currently, the Chapter has two staff people with annual revenues of \$400,000+, the majority of which is raised through events, and is well poised for explosive growth.

### **THE ROLE:**

The Fundraising and Events Manager is a key member of the Development Team responsible for executing event-based fundraising for the Georgia 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 peer-to-peer events including Optimism Walks and Golf, 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.
- 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.
- 3+ years' experience in fundraising through peer-to-peer events, preferably in a non-profit setting with a field-based organization.
- Proven track record of revenue growth and success adhering to budget and timeline.
- Proven ability to engage staff, volunteers, sponsors, donors, and others and lead them toward achievement of fundraising goals.
- Willingness to travel 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 and Qgiv/Bloomerang.

## **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: \$75,000 - \$80,000. 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 and resume to Michelle Kolev at [michelle\\_kolev@ajg.com](mailto:michelle_kolev@ajg.com) .