

AMERICAN LIVER FOUNDATION
Arizona Events Manager
JOB DESCRIPTION

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet ALF's changing needs, at the sole discretion of management.

PRIMARY FUNCTION/PURPOSE: Manage, coordinate and implement major fundraising projects annually in Arizona to generate unrestricted funds for American Liver Foundation through cold calling and networking through the community while in a small office setting.

MAJOR DUTIES AND RESPONSIBILITIES:

- In collaboration with the Division Vice President, prepare annual plan of work for assigned areas of responsibility.
- Implement and coordinate fundraising events (Liver Life Walk, Flavors of Phoenix and Flavors of Tucson) and program activities in assigned areas, to include the following:
 - Responsible for cultivating and soliciting new corporate and individual donors for all events.
 - Recruitment of company and family teams for the Liver Life Walk.
 - Volunteer recruitment, organization, orientation, and training.
 - Assist with developing written communication and event materials.
 - Public relations
 - Maintenance of appropriate record-keeping
 - Monitoring of each event/activity budget
- Network in the community with new groups, organizations, and community resources to seek new sponsors, volunteers and committee members.
- Perform administrative tasks necessary to the maintenance of the Arizona office, such as answering phones, handling or referring calls as appropriate; disseminate educational information as needed.
- Perform other duties as required to meet the needs of the American Liver Foundation.

FISCAL RESPONSIBILITY: Monitoring budget of each event/activity and maintaining accurate recordkeeping.

POSITION REQUIREMENTS:

Education: Bachelor's Degree (or equivalent) required.

Experience: Three years work experience with not-for-profit organizations required.

Related Skills or Knowledge: Microsoft Office Suite (Word, Excel, PowerPoint)

Work Environment: Must be willing to work a flexible schedule including some nights and weekends.

Salary range: \$32,000-\$36,000 DOE

IF INTERESTED:

Please e-mail cover letter and resume to arizona@liverfoundation.org or fax to 602-953-1806.