

**AMERICAN LIVER FOUNDATION**  
**Houston 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 to generate unrestricted funds for American Liver Foundation in the State of Texas. You must be a self-starter to complete projects on your own, willing to make cold calls, have the ability to handle multiple events while working out of your home.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Coordinate and manage fundraising events (Liver Life Walk Houston, Flavors of Houston and Flavors of Dallas) and activities in assigned areas, to include the following:
  - Responsible for cultivating and soliciting new corporate and individual donors for all events.
  - Volunteer recruitment, organization, orientation, and training.
  - Assist with developing written communication and event materials.
  - Public relations
  - 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.
- Interact with members of the Metro Leadership Council in Houston and Event Committees.
- Perform administrative tasks necessary to the maintenance of the chapter office, such as answering telephone, handling or referring calls/e-mails as appropriate; maintaining office supplies; disseminate educational information as needed.
- Perform other duties as required to meet the needs of the American Liver Foundation.
- Report progress daily to the Division Vice President located in Phoenix, AZ.

**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 (Word, Excel, PowerPoint)

**Work Environment:** Must be willing to work a flexible schedule including some nights and weekends. Must be willing to work out of your home.

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

**IF INTERESTED:**

Please e-mail cover letter and resume to [desertsouthwest@liverfoundation.org](mailto:desertsouthwest@liverfoundation.org) or fax to 602-953-1806.