PUT YOUR PASSION TO WORK WITH US!

The ALS Association Michigan Chapter is searching for an energetic Events Manager to handle all aspects of fund development in an assigned region including coordinating the ALS Association’s signature event, Walk to Defeat ALS® in the Detroit area, stewarding relationships developed through all annual events, and providing year end impact reporting. This position is based in Troy, MI and reports to the Executive Director of the Chapter.

The ALS Association is the only national non-profit organization fighting ALS on every front. By leading the way in global research, providing assistance for people with ALS through a nationwide network of chapters, coordinating multidisciplinary care through certified clinical care centers, and fostering government partnerships, The Association builds hope and enhances quality of life while aggressively searching for new treatments and a cure.

Core duties and responsibilities include the following; other duties may be assigned.

**Walk to Defeat ALS®**

- Assist the Executive Director in developing fundraising plans, including budgets and goals, for the Walk to Defeat ALS® program and other events as assigned. Execute plans to achieve or exceed revenue goals.
- Cultivate and steward key constituents in regard to the Walk to Defeat ALS® program. Work closely with team captains and participants to develop their personal/team fundraising plans by mentoring, coaching, and encouraging fundraising goals.
- Recruit, empower, and mobilize volunteers through the Walk and awareness events.
- Represent the Chapter at events which may take place during the evenings and on weekends.
- Stimulate the Chapter’s regional media and public relations opportunities in assigned region.
- Keep accurate and up to date event summaries and profiles in Donor Pro.
- Meet or exceed budgeted income goals.

**Event Responsibilities**

- Develop and implement a comprehensive plan to meet budgeted income goals for all assigned events including the Walk to Defeat® ALS in region. Focus on corporate relationships to include assisting corporate internal champions with team recruitment and fundraising strategies.
- Develop and implement a marketing plan to achieve marketing and public relations objectives for assigned events.
- Manage regional volunteers. Be present at Chapter events which may require attendance during some evenings and weekends.
- Ensure each event operates within budgetary expense guidelines.
- Travel within the state as required or requested.

**Convey a professional and positive image that reflects favorably on The ALS Association.**

**Qualifications and Key Skills**

- Bachelor’s degree required.
- Three years’ experience in peer to peer fundraising, event management, communications, and volunteer management.
- Proficiency with Microsoft Office Suite.
- Must be able to initiate traditional fundraising techniques, i.e. cold calling, asking for the gift, etc.
- Experience with Donor Pro, Convio, and database programs desired.

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The ALS Association Michigan Chapter
Job Opportunity: Events Manager
Troy, MI
August 2018

- Excellent oral and written communication skills.
- Ability to travel; must have and maintain valid driver’s license and good driving record; must have automobile and maintain insurance.
- Ability to work some evenings and weekends for Chapter events and other business.

Qualified and interested candidates please apply here.

The ALS Association endeavors to make www.alsa.org accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please call 202.464.8831 or email onlineaccommodations@alsa-national.org. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

The ALS Association is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. For our EEO Policy Statement, please click here.

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