



POSITION DESCRIPTION

Position: Events Coordinator

Reports To: Manager of Events and Marketing

Job Status: Full Time - Non-Exempt

Hours: 40 hours per week, some evenings and weekends required

Location: Independence, OH

ALS Association Northern Ohio Chapter (ASLANOC) helps people with ALS and their families learn more about the disease and provides vital patient and community services.

ALS Association is leading the fight to treat and cure ALS through global research and nationwide advocacy while also empowering people with Lou Gehrig's Disease and their families to live fuller lives providing them with compassionate care and support.

POSITION SUMMARY:

Provide fundraising support in line with the Chapter's strategic plan, and coordination and support for all fundraising events in order to assure excellence in service delivery, achieve fundraising goals, assist with marketing materials and be responsible for general administrative/office duties related to events.

RESPONSIBILITIES AND DUTIES:

- Provide support for event sponsorship relationships
 - Responsible for:
 - Identification of new sponsors
 - Maintain and grow relationships with existing sponsors
 - Manage and execute sponsorship deliverables
 - Provide fulfillment reports to confirmed sponsors following events
 - Assist with the design of sponsorship materials
- Provide support in the planning & execution of the Chapter's fundraising events including, but not limited to:
 - Gift solicitation/peer to peer fundraising oversight
 - Logistics support, ordering supplies, preparing collateral materials, and tracking reports
 - Pull and prepare mailing lists
 - Coordination of event & office volunteers
 - Public relations and communications with fundraising teams and sponsors
 - Provide assistance with the preparation and management of the Walk to Defeat ALS websites and walker tools
- Provide support to the Manager of Events, Executive Director, and Walk Committees for additional fundraising efforts including, but not limited to: corporate/foundation solicitations, on-line fundraising, in-kind donations, etc.
- Assist with preparing and managing the Walk to Defeat ALS websites and other walker tools.
- Provide logistical support for Community Partner Events, including One Dollar Difference, and attend CPE events as directed by the Manager of Events.
- Maintain social media calendar and posts to be approved by the Manager of Events and shared among Chapter staff via Chapter Calendar.
- General administrative responsibilities including, but not limited to: filing, answering phones, making copies, mailings, office clean up, etc.
- Support the cultivation & stewardship of event donors in coordination with Manager of Events, Executive Director and others as appropriate.

- Perform data entry of event related donations, generate thank you/acknowledgement letters and tax receipts. Assure data integrity in databases: *Salsa CRM/Luminate Online*.
- Maintain relationships with Chapter volunteers and coordinate volunteer schedules; recruit new volunteers for office and event support.
- Assist with other events as assigned by supervisor.
- Other duties as assigned.

REQUIRED QUALIFICATIONS AND ATTRIBUTES:

- Bachelor’s degree and/or 3-5 years of relevant experience.
- Experience in community-based event planning, logistics, event execution and sponsor management.
- Excellent communication skills, including clear and strong written and verbal communication skills and proven interpersonal skills, both in person and on the telephone.
- Proven ability to work in a fast-paced environment, work under pressure with flexibility and accept new challenges.
- Experienced user / knowledge of Microsoft Office Suite including Word, Excel and PowerPoint.
- Experience with database management a plus.
- Successful in managing multiple projects and deadlines.
- Excellent organizational skills and attention to detail is an absolute must.
- High degree of energy, self-motivation, and flexibility.
- Ability to maintain an upbeat forward-facing persona at peak busy times during events.
- Must have reliable transportation, valid driver’s license and insurance. Will be required to travel within organization service area.
- Willingness to work evenings and weekends for special projects and events. Event attendance required except under extraordinary circumstances.
- Ability to lift and move up to 25lbs.
- Commitment to the mission and vision of The ALS Association.
- High degree of integrity, compassion, and accountability.

Salary/Benefits

The ALS Association Northern Ohio Chapter (ALSNO) offers a generous benefits package. Full time employees receive 100% employer paid medical and dental premiums, employer contribution to Health Spending Account (HSA), generous Paid Time Off, 15 paid holidays, (which includes the week between Christmas and New Year’s Day), a Simple IRA retirement plan with match, reimbursement for employer-required licensure (if applicable) and professional development.

The ALS Association Northern Ohio Chapter is an equal opportunity employer and believes that each team member makes a significant contribution to our success. This job description provides an outline of primary duties, qualifications and scope of work. It does not limit the incumbent nor the organization to only the work identified herein. It is our expectation that each team member will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Qualified candidates should send a resume and cover letter to employment@alsaohio.org. No phone calls, please.

Updated 6/2022