

The ALS Association
Job Opportunity: Director, National Events
Location: Flexible

The National Office of The ALS Association is searching for a Director, National Events. Reporting to the Vice President, Development, this position has the overall responsibility for expanding, developing & overseeing the continued growth of the National Events program throughout the entire organization. The Director, National Events may be based in Washington D.C. or other locations.

RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Provide supervision, leadership, training and development to six professionals responsible for walk, endurance and special events.
- Evaluate the effectiveness of peer-to peer fundraising events and identify opportunities for new national events.
- Develop strategy and oversee the execution of all national events and initiatives.
- In collaboration with senior leadership and appropriate department(s), help develop a National Corporate Engagement strategy.
- In collaboration with the Communications department, coordinate promotional activities and tools to enhance public awareness of national events, particularly the Walk to Defeat ALS®.
- Oversee development and implementation of Walk to Defeat ALS®, endurance and special events program guidelines, materials and trainings.
- Create and manage a \$1 million national events operating budget.
- Lead and coordinate collaboration between national events team members and The Association's chapter network. Actively assist Chapters in meeting revenue goals. Develop timelines and budgets and ensure that tasks are completed accordingly.
- Support and motivate Chapter staff nationwide through ongoing trainings and guidance on national event program standards, implementation, staff & volunteer partnerships as part of a comprehensive Association-wide development plan.
- Convey a professional and positive image that reflects favorably on The ALS Association.

REQUIREMENTS:

- College degree
- 7-10 years National endurance or peer-to-peer event management experience in VHA/health-related non-profit environment. **Organized event experience in walks, endurance events and special events is a must.**
- Proven experience in leading and managing "peer-to-peer" fundraising programs and training volunteers, volunteer coordinators, and paid staff in year-round "peer-to-peer" programs and thon-events.
- Team player that has the ability to interface with all levels of staff and volunteers. Must develop, maintain, and utilize relationships. Experience managing a remote team a must.
- Effectively multi-task, establish priorities, and work in a fast paced environment. Extremely efficient in time management and can meet deadlines under pressure.
- Detail-oriented and strong organizational skills. Capable of handling diversified assignments and highly adaptable.
- Excellent written, oral, and communication skills. (Includes presentation delivery, conveying ideas, and instructing effectively.)
- Experienced and able to work with budget planning and tracking, and revenue share calculations.
- Ability to work and make judgments independently and take initiative. Self-starter, requiring little supervision.
- High capacity to assess the value, importance, and/or quality of activities and people.
- Understanding of various computer systems and databases. Proficient in Microsoft Office. Experience with Convio TeamRaiser preferred.
- Up to 40% ability to travel as required.

Qualified candidates, please email your cover letter, resume and salary history to: jobs@alsa-national.org

EOE/AA



October 31, 2014