

**POSITION: Fundraising & Special Events Coordinator
The ALS Association Arizona Chapter**

JOB SUMMARY:

The Fundraising & Special Events Coordinator provides anticipatory, forward thinking and a self-starting, takes action approach to managing the Walk to Defeat ALS campaign as well as major event and fundraising opportunities for The ALS Association Arizona Chapter. Builds, maintains and continually strengthens relationships throughout the chapter's network of supporters. Manages and helps direct event and fundraising efforts including but not limited to direct mail appeals, corporate and foundation solicitations, and workplace giving. Responsible for supporting the implementation of all aspects of special events, fundraising and development programs.

REPORTS TO: President & CEO

QUALIFICATIONS:

Three to five years experience in non-profit special events and fundraising including experience working with CEO, a Board of Directors and volunteers.

College degree desirable - combination of education and experience acceptable

Outstanding ability to work with and achieve success through managing our community of fundraisers, donors, sponsors and volunteers

Excellent organizational skills and attention to detail

Demonstrated ability to project and achieve goals

High standards of quality and accountability

Personable, yet professional and confidential. Must have a mature and positive work attitude; reliable and resourceful.

Ability to work in a fast-paced environment and comply with continuous and multiple deadlines and evolving priorities

Success in managing multiple projects and deadlines simultaneously

Proven ability to work independently and as part of a team with a range of people including, but not limited to Board of Directors, volunteers, and staff

Willingness to work on evenings and weekends for special projects and events when needed

Computer literacy; database management experience highly preferred (RaisersEdge, Convio)

Working knowledge of or familiarity with nonprofit fiscal management, including fund accounting and budgeting.

Commitment to the mission of The ALS Association

RESPONSIBILITIES:

General:

Coordination of all aspects of Walk to Defeat ALS campaign, special event and fundraising activities

Develop, implement and execute plans and timelines for special events throughout the Chapter

Serve as point of contact for committee chairs, volunteers and participants

Maintain a polished professional demeanor, excellent interpersonal skills in dealing with all fundraisers, donors, staff, Board Members, volunteers, sponsors, corporations and/or public offices

Identify, recruit, secure and maintain outstanding relationships with fundraisers, donors, volunteers and sponsors

Research, track, assess and evaluate donor histories using database; plan for targeted fund raising initiatives

Provide volunteers with clear and concise objectives, expectations, job descriptions and goals

Help with chapter communications and promotions including newsletter, website, mass media

Oversee the management of the donor database ensuring the information is current and up-to-date

Work with the development team (CEO, Development Committee, Board of Directors) to plan major fundraising events, coordinate the solicitation of and communication with major sponsors; coordinate the follow up and recognition of major sponsors and other donors

Develop new fundraising ideas

Please send resume and salary history to hr@alsaz.org or fax to 602.297.3804.