



Event and Fundraising Manager

ORGANIZATIONAL BACKGROUND AND MISSION:

The Front Line COVID-19 Critical Care Alliance (FLCCC) was formed in 2020 by highly published, world renowned critical care specialists from major academic medical centers around the country. Based on the rapidly emerging research into COVID-19, and their decades-long clinical and research experiences in severe infectious diseases around the country, the physicians came together to develop several lifesaving protocols for the prevention and treatment of every phase of COVID-19 disease.

In the past year, the organization has expanded its reach into other treatment areas, developing protocols for long COVID, vaccine side effects, RSV/Flu, diabetes, metabolic disease, and healthy eating and fasting. Its doctors are currently working on guidance for adjunctive cancer therapies utilizing safe, repurposed drugs, as well as treatment options for depression. The organization's goal is to support health and wellness comprehensively via research, education, and a robust community, so that providers and consumers have the most up-to-date, evidence-based medical information to support their healthcare decisions.

POSITION SUMMARY:

Reporting to the Director of Development, the **Event and Fundraising Manager** will be responsible for planning and implementing FLCCC's educational conferences, as well as regional donor events and programs, coordinating with key internal and external stakeholders, cultivating, soliciting, and stewarding mid-level donors, and other activities as needed.

This position is a unique opportunity for a strategic thinker with a solutions-oriented, project management mindset and skilled in building relationships to develop connections and partnerships for FLCCC as we evolve and grow our fundraising efforts as a whole.

ESSENTIAL DUTIES:

- Take the lead on planning and organizing details for twice-yearly educational conferences in locations across the country, as well as regional gatherings/dinners for donors and other special events or programs as they arise
- In coordination with the Executive Director, Senior Director of Communications, Director of Development, and Speaker Coordinator, manage all conference program logistics including registration page and registration, run-of-show, vendor management (hotel, A/V, etc), catering/food and beverage, staffing assignments, event decor, gift bags, event team travel itineraries/arrangements, name badges, and coordination and management of volunteers
- Provide help as needed with event signage, outreach materials, and event program in collaboration with the Communications team
- For regional events, work with Database Specialist to create event invitation lists by analyzing data and exporting reports, coordinate location/restaurant details, send email invitations and all follow-up communications, help to host events

- Meet conference budget and fundraising goals by managing the event budget (forecasts, actuals, reporting, and outcome measurement) and keeping Director of Development informed on solicitation/fundraising needs
- Drive event stewardship by leveraging leadership during key functions at the event (e.g., coordinating pictures with key doctors, donors and leadership), as well as post-event stewardship
- Provide fundraising support including solicitation writing and donor cultivation and solicitation, in particular with mid-level donors. Help to move mid-level donors up the pipeline to become major donors.
- Improve productivity by developing, implementing, and/or evolving procedures, systems, and checklists to standardize processes; leveraging technology to eliminate redundancy/duplicity of efforts; and establishing/analyzing key metrics
- Maintain the integrity of the database by scanning, uploading, filing and/or tracking donor-related or other Development documents into the database and other file storage platforms such as Mega
- Schedule meetings (internally and externally) as well as staff meetings and ensure all materials and any resulting assignments or information are recorded or distributed as appropriate
- Develop personal mastery by participating in professional development, networking to incorporate best practices, and reading professional publications
- Provide communications, stewardship, writing, reporting, data entry support, and other duties as required by the Development department

JOB REQUIREMENTS:

The qualified candidate will have a Bachelor's degree and a minimum of two years of event and project management experience. Non-profit fundraising experience is preferred but not required.

Additional requirements include:

- Passion for our cause and deep knowledge of key issues in our space, staying up-to-date to support and enhance positive interactions with donors and followers
- An unwavering commitment to reaching goals
- Excellent project management skills: detail-oriented, ability to meet deadlines, with experience managing multiple vendors and managing across internal and external resources
- Keen sense of guest experience and engagement from initial outreach through post-event activities
- Excellent writing, editing, proofreading, and communications skills, and meticulous attention to detail
- Experience working in complex and dynamic environments with the ability to find creative solutions to problems and to take initiative
- Social skills, flexibility, dependability, high energy, creativity, entrepreneurialism, analytical and problem-solving skills, self-motivation, sound judgment, high ethical standards, collegiality, and the ability to work effectively with a team

And the ability to:

- Interact professionally with external and internal stakeholders, including dedicated organizational leaders, staff, and Board members
- Leverage technology by extracting data to create documents, spreadsheets, and reports using software such as Word, Excel, PowerPoint, Teams, Google products, and standard databases - skill set in project management software (such as Jira) a plus, to help drive collaboration across the team and meet deadlines
- Participate in evening and weekend activities and travel as required
- Work independently from a remote office - proven self-starter and good team communicator.
- Meet the physical demands which include sitting for prolonged periods of time at a desk or computer workstation, using repetitive arm, hand, and finger movements traveling on uneven terrain, climb/descend stairs/stand for long periods of time and carrying up to 50 pounds

FLCCC Alliance offers all full-time employees a comprehensive benefit plan which includes medical, dental, vision, and paid time off.

FLCCC Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the organization complies with applicable state and local laws governing nondiscrimination in employment. Employment is contingent on candidates receiving a satisfactory criminal background check.