**OPEN POSITION ANNOUNCEMENT**

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Special Events Manager, San Francisco</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Development – Walk to End Alzheimer’s</td>
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<tr>
<td>REPORTS TO:</td>
<td>Senior Manager of Walk</td>
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<tr>
<td>STATUS:</td>
<td>Full-time (37.5 hours per week), Exempt</td>
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**BASIC FUNCTION**

Reporting to the Senior Manager of Walk, the Special Events Manager is responsible for fund raising that will play a key role in achieving budgetary and strategic goals as part of the Alzheimer’s Association Northern California and Northern Nevada Chapter’s strategic plan. Walk to End Alzheimer’s is the largest signature fundraising event of the Alzheimer’s Association. As a member of the development team, the Special Events Manager is responsible for the growth and development of the Chapter’s Walk to End Alzheimer’s in San Francisco. He/she will have primary responsibility to recruit, train and manage a high level volunteer planning committee to lead the Walk in the San Francisco area. He/she is also responsible for the cultivation, development and retention of existing and new corporate partnerships in San Francisco and surrounding communities.

This position will manage development and implementation of Walk to End Alzheimer’s through volunteer engagement and corporate development. This position will achieve success by building a robust volunteer base, managing individual participants to raise awareness of the mission of the Alzheimer’s Association and meet and exceed financial goals. The majority of performance is based on volunteer management and development, as well as revenue generation.

**ESSENTIAL JOB RESPONSIBILITIES**

- Responsible for fund raising to achieve current revenue target of over $1,300,000 and developing and managing expense budgets for the Walk to End Alzheimer’s in San Francisco with direct accountability for goals set forth in the annual budget
- Develop and follow a comprehensive development plan for Walk to End Alzheimer’s that includes management of event budget, timelines, team recruitment and retention strategies, volunteer committee development, marketing/PR and logistics
- Develop community contacts to recruit volunteer leadership on the Walk to End Alzheimer’s planning committee and garner community support
- Ensure Walk volunteer committees are recruited, trained and developed on the National Walk to End Alzheimer’s timeline and utilizing best practices, resulting in the attainment of income goal and team goals
- Through volunteer networks, prospect, cultivate and steward Walk to End Alzheimer’s teams, sponsors and walkers to achieve the Chapter’s development goals
- Utilize creative market building strategies such as cold calling, active community networking, social media and the ability to leverage volunteers’ connections and spheres of influence to prospect, cultivate and manage new accounts
• Work with the volunteer planning committee to organize outreach activities that promote the Alzheimer’s Association mission and services, including community presentations and corporate engagement opportunities
• Ensure smooth integration of the Association’s best practices, standards and guidelines
• Maintain relationships with key corporate sponsors year-round and insure involvement in all relevant chapter activities and recognition opportunities
• Ensure timely and efficient data entry process and donation processing related to Walk
• Manage the Walk websites and all related setup, reports and information
• Promote employee education sessions in local corporations in the community to generate awareness for our cause; to reach out to others; to give back to the corporate sector, and to open new doors for sponsorship opportunities
• Assure compliance with Alzheimer’s Association policies, standards and regulatory requirements
• Other assignments as requested by the Senior Manager of Walk

OVERVIEW
The mission of the Alzheimer’s Association is to eliminate Alzheimer’s disease through the advancement of research, to provide and enhance care and support for all affected, and to reduce the risk of dementia through the promotion of brain health. Founded in 1981, the Northern California and Northern Nevada Chapter operates out of its main office in San Jose, California with regional offices in 10 other locations.

CULTURE OF COLLABORATION
• Fully engage in a culture where team collaboration is highly valued
• Work as a team to accomplish, if not exceed, organizational goals in the National Strategic Plan
• Participate in signature fundraising events
  • Walk to End Alzheimer’s staff team and personal fundraising goals
  • Work at least one Walk to End Alzheimer’s on a weekend
  • Participate in The Longest Day
• Respond to public policy calls to action & participate in advocacy days
• Enhance our culture of diversity and inclusion in all aspects of the job

KEY EDUCATIONAL/PROFESSIONAL REQUIREMENTS
• Bachelor’s degree; or an equivalent combination of education, training, and relevant work experience from an accredited college or university
• Minimum 3 years’ demonstrated ability to recruit, motivate and coach volunteers in a fundraising environment preferred
• Creative, proactive, strategic, detail-oriented and consistent with a strong commitment to excellence, quality, timeliness, efficiency and effectiveness
• Ability to work under pressure
• Critical and strategic thinker with strong time management skills, as well as a professional and courteous demeanor and the ability to work collaboratively with colleagues
• Excellent verbal and written communication skills and mature judgment. Ability to act with discretion in all matters
• Demonstrated ability to form and develop corporate relationships and partnerships
• Demonstrated success in the development and promotion of fundraising events or similar campaigns
• Ability to sell the Chapter’s programs and events to a variety of audiences, including corporate management, individual participants and volunteers
• Ability to manage large numbers of volunteers at different levels of expertise with diplomacy
• Excellent organizational skills; professional customer service skills with visitors, callers and volunteers
• Strong knowledge of Microsoft Office applications and development databases
• Understanding of database management, gift processing, and donor relations
• Ability to plan and execute events and programs, and measure their impact
• Experience developing, measuring and reporting on strategies, performance metrics, and budgets
• Experience managing administrative staff
• Ability to learn and use Convio/Luminate Database
• Familiarity with and connected within San Francisco/Bay Area business community

KEY PROFESSIONAL ATTRIBUTES
• Outgoing, positive, engaging and enthusiastic
• Self-starter, able to work independently and problem-solve
• Strong ability to self-manage with significant strength in time management
• Willingness to work some evenings and weekends
• Ability to work on a team and develop relationships in the community
• Ability to work with diverse communities and demonstrate inclusion
• Detail-oriented, efficient, and ability to multi-task
• Sensitivity to working with older adults and ability to work compassionately with persons with dementia or memory loss
• Strong listening skills; friendly, helpful manner with clients

BENEFITS
The Alzheimer’s Association offers comprehensive medical, dental, vision and life insurance. Additional benefits include paid holidays and time off, and a 401(k) retirement plan with matching contributions.

EQUAL OPPORTUNITY STATEMENT
The Alzheimer’s Association of Northern California and Northern Nevada is an equal opportunity employer; we seek broad diversity in the makeup of our staff and volunteers and we strongly encourage candidates to apply from all walks of life, regardless of race, religion, color, gender, or physical or mental disability. Our full Equal Opportunity Statement is available in the Policies and Procedures Handbook, or upon request. The Alzheimer’s Association, Northern California Northern Nevada Chapter is in compliance with the San Francisco Fair Chance Ordinance.

This position is not eligible for visa sponsorship.

HOW TO APPLY
• Submit cover letter and resume to HR@alznorcal.org
• State Job# 1196 and your name in the subject line
• Use only MS Word attachments
• Please do not call regarding the status of resumes
• Qualified candidates will be contacted regarding next steps