



JOB DESCRIPTION

POSITION TITLE: Special Events Coordinator – Southern Nevada

ACCOUNTABLE TO: Director of Development and Executive Director - Southern Nevada

POSITION SUMMARY:

The Special Event Coordinator is a part-time, non-exempt position responsible for assisting in special events and development activities involving donors, participants, sponsors, and corporations for the Las Vegas office. This position will support: event planning, relationship building, and management of fundraising teams, auction management and data management, as well as developing relationships within the Southern Nevada Community.

ESSENTIAL FUNCTIONS:

- Manage fundraising teams and individuals for the LUNG FORCE Walk and Fight for Air Climb
- Maintain a working knowledge of the American Lung Association's mission and programs to promote the organizations fundraising, program, and patient initiatives
- Prepare all materials required for the successful implementation of each special event, including recruitment/promotional flyers and brochures, invitations, posters, training materials, pledge retrieval or motivational materials, etc.
- Prepare and send all mail merges and mailings for the three major special events
- Manage auction tracking and oversee auction setup for the Breathe Fashion Show
- Maintain tracking of revenue and expenses for the three major special events
- Manage invite lists, follow up, and RSVPs for all fundraising related events
- Oversee website management, electronic communications, social media, etc.
- Responsible for training volunteers required for the implementation of assigned events
- Develop/modify marketing materials (brochures, recruitment pieces, forms and promotional flyers) to promote the fundraising event
- Assist as appropriate in other fundraising activities identified by supervisor
- Perform other duties or special projects as required or as assigned

OTHER RESPONSIBILITIES:

- Perform other job-related duties as assigned by the Director of Development and Executive Director

- From a customer service perspective, works cross-collaboratively to ensure growth in special events through team cultivation and management
- Manage multiple priorities and both internal and external customers. Ability to meet critical deadlines
- Team player to ensure that the local office is projecting a professional image for both our overall brand and our local campaigns
- Thrive in a high energy, fast paced environment, with the ability to establish strategy and tactics so that fundraising goals are exceeded

QUALIFICATIONS:

- Strong communication skills, both written and verbal
- Excellent analytical and organizational skills
- Ability to work independently and as a valuable team member
- Must be proficient in Microsoft Windows computer software products (ie: Word, Excel, PowerPoint, Publisher)
 - Proficiency test for Excel will be required for hire
 - Must be proficient in mail merging in Word
- Database management experience
 - Office use: Convio – helpful if system known
- Professional office appearance
- Must have vehicle
- Non-Smoker

Regular full-time and/or part-time employees are classified in these position descriptions as either exempt or non-exempt. Any staff member who disagrees with the classification of his/her position should notify his/her immediate supervisor or the Director of Human Resources. Also, if any staff member feels that the Fair Labor Standards Act is not being followed by the ALASW, violations should be reported immediately to his/her immediate supervisor or the Director of Human Resources.