

The American Parkinson Disease Association is currently seeking a **Fundraising and Events Manager** to join their growing organization. The position is a full time, exempt position that is based in the Seattle Office. The Fundraising and Events Manager represents APDA to internal and external stakeholders, donors, prospects, and the public and plays a critical role in the organization being able to successfully accomplish the goals of the strategic plan by raising funds to support its mission: *“Every day, we provide the support, education, research, and community that will help everyone impacted by Parkinson’s disease live life to the fullest.”*

The ideal candidate is passionate about fundraising in a mission-based organization, organized, energetic, and a self-starter with proven experience in organizing and managing large scale fundraising events, achieving fundraising budgets and growing event revenues in a philanthropic environment. This position is ideal for someone with fundraising, marketing, and communications strengths, who can multi-task while prioritizing deadlines, deliver exceptional customer service, and utilize keen problem-solving and judgment skills.

#### **AMERICAN PARKINSON DISEASE ASSOCIATION:**

The American Parkinson Disease Association (APDA) is a nationwide grassroots network dedicated to fighting Parkinson’s disease (PD) and works tirelessly to help the approximately one million with PD in the United States live life to the fullest in the face of this chronic, neurological disorder. Founded in 1961, APDA has raised and invested more than \$313 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of PD and ultimately put an end to this disease.

#### **OUR CORE VALUES**

- **COMMITMENT:** Compassionately provide high quality service and support.
- **RESPECT:** Foster a diverse, equitable, inclusive, and accessible culture.
- **COLLABORATION:** Establish meaningful relationships to build strong, supportive communities.
- **INTEGRITY:** Act ethically with honesty, transparency, and accuracy.
- **ACCOUNTABILITY:** Responsibly steward our actions, outcomes, and resources.

#### **THE ROLE:**

The Fundraising and Events Manager is a key member of the Development Team responsible for executing event-based fundraising for the Northwest Chapter of the American Parkinson Disease Association, by developing relationships with and securing financial contributions from individuals, businesses and organizations in support of APDA events, activities and programs, by raising public awareness to maximize service delivery and revenue generation potential, and delivering high- quality customer service. This position has accountability to execute three fundraising events with revenue accountability of \$900,000-\$1,000,000 annually with desired (minimum) 8% YOY growth.

You will have the ability to:

- Lead the annual Optimism Walk, including planning, sponsorship committee, fundraising, logistics, peer to peer fundraising, and overall event management with direct accountability for goals set forth in the annual budget.
- Lead the annual Magic of Hope Gala & Auction, the largest fundraising event of the year for the chapter, responsible for committee guidance, securing high level fund a need donors, procurement, sponsorship, table and ticket sales, audience development, logistics and overall event management with direct accountability for goals set forth in the annual budget.

- Lead the Top Golf event, responsible for sponsorship, committee, procurement, and overall event management with direct accountability for goals set forth in the annual budget.
- Assist with planning and lead logistics for other fundraising events.
- Assist in securing sponsorship support for programs and educational events.
- Grow third party fundraising events and personal donation campaigns by establishing guidelines, resources and outreach methods and assist donors in implementation.
- Responsible for stewarding donors and sponsors.
- Serve as a representative at community events, meetings, and networking activities.
- Secure new sponsors and convert them into committed supporters. Recruit and retain sponsorships to increase revenue goals each year.
- Maintain and broaden social media presence to increase donor engagement and promotion of fundraising events.
- Help maintain the chapter's website, updating content and links so that users can easily find valuable information on events, programs, and classes.
- Increase awareness of APDA by developing and maintaining relationships with media outlets; write, submit and follow-up on press releases and stories related to fundraising events or other areas as requested by Development Director.
- Recruit, screen, motivate and manage volunteers at all program and fundraising events.
- Create and maintain fundraising event websites.

#### **YOUR EXPERTISE:**

- Bachelor's Degree required.
- 5+ years of prior experience, preferably in fundraising, event management, sales, and/or marketing. Previous experience with a nonprofit organization preferred.
- Proven track record of achieving fundraising or sales budgets and growing event revenues.
- Experience in volunteer and project management.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook).
- Experience with peer to peer and auction platforms, including Blackbaud Raiser's Edge, Qgiv/Bloomerang, and Greater Giving).
- Familiarity with social media platforms, WordPress, Canva, and Adobe Creative Suite preferred.
- Excellent verbal, written, organizational, and presentation skills, including proofreading and public speaking.
- Ability to network effectively and establish long-term relationships with donors and sponsors.
- Strong interpersonal skills to foster a team environment and communicate with diplomacy and professionalism.
- Outcomes-driven and motivated to exceed fundraising goals.
- Goal-oriented self-starter with the ability to resolve conflicts and promote cooperation.
- Demonstrated ability to work independently in a fast-paced environment.
- Travel Requirements: Up to 25% travel, both nationally and locally. Irregular hours, including evenings or weekends, for meetings or events as needed.

#### **SALARY AND BENEFITS:**

- Starting Salary Range \$75,000-\$80,000. Annual salary based on background and experience.
- American Parkinson Disease Association also provides an attractive benefits package that includes medical, dental and vision insurance, retirement plan, and generous paid time off in addition to standard holidays.

APDA is an equal opportunity employer and is committed to workplace diversity.

Candidates from diverse backgrounds are encouraged to apply.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you! **Please forward your cover letter, and resume to [lauren\\_ray@ajg.com](mailto:lauren_ray@ajg.com).**