**JOB TITLE:** Community Engagement Manager

**REPORTS TO:** Associate Director of Stakeholder Relations

**Supervises**: None

**Budget**

**Responsibilities:** None

**Classification:** Exempt

**SUMMARY STATEMENT:**

Manage and execute portfolio of fundraising, awareness and programmatic events including but not limited to Shine a Light (healthcare facilities), Shine a Light Your Way (individuals), Lung Love Run/Walks, National Advocacy Summit and the National Screening and Care Conference. Utilize and continually improve online peer-to-peer fundraising and event platforms to maximize revenue and event participation. Work with the Community Engagement, Philanthropy and Marketing teams to develop and deploy fundraising and corporate sponsorship outreach, digital marketing and social media communication strategies. Serve as primary point of contact for volunteer inquiries and sustain long-term engagement around events and other initiatives that advance our mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

* Lead the successful execution of national events platform working across programs, including event coordination, logistics, budget oversight and overseeing contractors and vendors.
* Identify, cultivate and engage volunteers to host and participate in signature events, including Shine a Light (healthcare facilities), Lung Love Run/Walks and Shine a Light Your Way peer to peer fundraising.
* Work with Health Policy and Medical Outreach teams in carrying out annual National Advocacy Summit and National Screening and Care Conference, including coordination of outside meeting planners and schedulers.
* Work with Philanthropy and Marketing teams to design and execute marketing plans for each specific event to increase fundraising, sponsorships and participation, as well as enhance volunteer experience and engagement.
* Identify, cultivate and engage local sponsors and donors to sustain portfolio of events, including research, proposal/sponsorship package development and submission of requests.
* Proactively develop, update and prepare content for event websites and maintain grassroots volunteer database to ensure seamless integration of all databases, Content Management System and event planning platforms.
* Develop and lead volunteer engagement strategy for the organization, including updating volunteer materials and tools as needed, providing volunteer orientation, and managing ongoing communications to keep them engaged in our work.
* Work with Philanthropy and Marketing teams to develop content for volunteer and donor communications, including social media, mass emails, digital newsletters, etc.
* Work with multiple vendors and Marketing team to order event merchandise and maintain inventory.
* Represent the organization and serve as primary point person for attendees and participants of all LCA events.

SKILLS

* Successful event and meetings planning experience.
* Ability to negotiate contracts.
* Ability to cultivate and maintain relationships with individuals, businesses, vendors and foundations resulting in donor and volunteer engagement and strategic partnerships.
* Highly motivated creative self-starter with the ability to think critically and strategically.
* Must have excellent written and oral communication skills.
* Excellent organizational and multi-tasking skills with ability to respond quickly to unanticipated events.
* Meet deadlines with keen attention to detail.
* Ability to work in a fast-paced environment within a dynamic team setting and understand supporting role in others’ assignments or tasks.

QUALIFICATIONS

* Commitment to LCA’s mission and vision.
* Bachelor’s degree required.
* Three year’s minimum experience with event planning and execution.
* Familiarity with Microsoft Office Suite, Raisers Edge, Luminate Online (TeamRaiser), mobile giving platforms, social media outlets and content management systems.
* Ability to travel up to 10% of time to events, meetings or conferences.
* Must be able to lift up to 40 pounds.

SALARY & COMPENSATION

* Salary is commensurate with experience.
* Generous benefits package included.
* Lung Cancer Alliance is an equal opportunity employer.

Please send cover letter, resume, salary requirements and writing sample to Lung Cancer Alliance through email, jobs@lungcanceralliance.org, subject line “Community Engagement Manager.”

For more information, please visit: [www.lungcanceralliance.org](http://www.lungcanceralliance.org)