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MANAGER, REGIONAL EVENTS

GO2 Foundation for Lung Cancer is seeking a highly-motivated events manager with experience in event planning, peer-to-peer fundraising, corporate outreach, participant recruitment, meeting and exceeding revenue goals, budgeting, fundraising coaching and donor outreach. This person will work in a fast-paced environment with a highly collaborative team to advance the work of GO2 Foundation for Lung Cancer. Our ideal candidate would have a background in non-profit peer-to-peer fundraising events, excellent communication skills and experience working in a dynamic, growing organization. This position may be fully remote.

TO APPLY:

Use this URL to apply through Indeed's website:

<https://www.indeed.com/viewjob?t=manager+regional+events&jk=f94701bdee936f06&ga=2.223849880.200005371.1651603723-314561606.1647617773>

******Please include a COVER LETTER WITH SALARY REQUIREMENTS, along with your resume. ******

POSITION SUMMARY

The Regional Events Manager will oversee fundraising and all functions associated with a portfolio of regional Lung Cancer events including meeting / exceeding fundraising goals; outreach to participants, donors and local sponsors; maximizing event participation; collaborating with Events Team leadership and the Marketing and Communications team for event promotion on multiple platforms to reach broad audiences.

The Regional Manager, Events will interact with all GO2 teams, including Health Policy, Patient Services, Philanthropy, Science and Research to ensure events meet programmatic goals and objectives.



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ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with a disability or disabilities to perform the essential functions.

- Execute and deliver events in assigned cities.
- Ensure that the proceeds of each event or 5K Walk/Run meet or exceeds its revenue budget annually, while keeping direct expenses at or below 20%.
- Secure permits, local venues and necessary vendors for successful execution of events.
- Manage all outsourced local companies, e.g. event management companies, timing company, and all vendors for assigned events.
- Lead on event day. Manage all aspects of event day execution including event day volunteers, outsourced companies and direction of run of show from set-up through teardown.
- Recruit event day volunteers, manage pre- and post-event communication. Lead volunteer management on event day.
- Ensure consistent follow-up and follow through event-related tactics.
- Work with Events Team leadership and communications consultants to ensure reach and promotion of assigned events are maximized.
- Manage all event-related communications.
- Research local businesses to secure local event sponsorships. Identify new national partnership opportunities for GO2 Foundation.
- Oversee the coordination of event collateral for assigned events (signage, websites, etc.) to ensure consistency throughout the series.
- Provide fundraising coaching, training and support to event participants and team captains to meet or exceed event revenue goals.
- Work with Development Team to identify potential long-term and annual donors for GO2 Foundation.
- Track and manage event progress. Prepare appropriate weekly reports to ensure on track to hit weekly/monthly/annual goals. Develop and maintain accurate event budgets.
- Help develop and implement new/innovative ideas for national walk/run series to attract and retain new participants and inspire people to raise and donate funds for GO2 Foundation.
- Manage and support individuals creating independent fundraisers for GO2 Foundation.



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- Ensure timely fundraising coaching, mentorship and support at the onset and throughout campaigns.
- Demonstrate insight on event planning, goal-setting and donor-recruitment.
- Work with Sr. Manager of Community Engagement on other Community Fundraising campaigns as needed.

Other duties as assigned. This job description is not designed to cover all activities, duties or responsibilities that are required. Duties, responsibilities and activities may change at any time with or without notice.

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

COMPETENCIES

- Creative, highly motivated self-starter; able to think critically and strategically
- Strong organizational skills, ability to manage and prioritize multiple responsibilities
- Exceptional oral and written communications and interpersonal skills
- Sound judgment and decision-making ability
- Successful event planning experience
- Extensive experience with peer-to-peer fundraising
- Comfortable coaching and motivating individuals to reach or exceed financial fundraising goals
- Ability to work with third-party vendors and negotiate contracts
- Ability to cultivate and maintain relationships with individuals, businesses, vendors and organizations
- Ability to meet deadlines and achieve results in an ever-changing environment
- Ability to work effectively within a larger team and with diverse groups and individuals
- Computer proficiency, preferably familiarity with Microsoft Word, Excel, PowerPoint, Teams and constituent databases. Experience with TeamRaiser, Luminate Online and/or Raiser's Edge NXT a plus.

REQUIRED EDUCATION / EXPERIENCE

- High school diploma required; bachelor's degree preferred
- Minimum 4-5 years of peer-to-peer fundraising event experience, preferably in a non-profit environment



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WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

This is a remote position. Preference will be given to candidates located in the Eastern or Midwest United States.

This job will be performed in an office environment (GO2 office or remote/home office), primarily sitting at a desk and using a computer and phone. In order to perform the essential functions of the job, the employee must be able to walk, bend, occasionally lift or move up to 25 pounds, operate a computer and other office equipment. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL REQUIREMENTS

This position will require frequent travel to GO2 office locations and events, as appropriate and when travel is deemed safe.

EEO STATEMENT

GO2 Foundation for Lung Cancer embraces diversity, inclusion and belonging, provides equal employment opportunities and consideration to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state or local laws.

GO2 Foundation provides exceptional benefits, including:

- Market-competitive compensation
- Health plan choices including PPOs & HSAs, fully paid for individuals
- Dental and vision plans, fully paid for individuals
- Fully paid Life Insurance plus AD&D
- Fully paid Short Term and Long Term Disability coverage
- 403b retirement plan with 5% employer discretionary contribution, fully vested immediately
- EAP – Employee Assistance Plan
- Generous Parental Leave Policy
- Generous vacation and sick leave
- Over 20 paid holiday days per year!
- Flexible work schedules
- Fully remote work with laptop and equipment provided, as well as monthly stipend for cell phone and Internet