



Manager, Philanthropic Events

Organization Overview

The Scleroderma Foundation is a national 501(c)(3) nonprofit organization serving the needs and interests of those living with scleroderma (also known as systemic sclerosis). It has a three-fold mission to provide peer support, advance education and awareness of the disease among multiple stakeholders and the public, and fund research to find the cause, better therapies, and a cure. The Scleroderma Foundation is headquartered in Danvers, Massachusetts (metro Boston area) and has a national network of 19 chapters and 160 support groups.

The Scleroderma Foundation is committed to fostering a diverse workplace. Our commitment to inclusion across race, gender, age, religion, identity, and experience helps us advance our mission.

Position Summary

A newly created position, the Manager, Philanthropic Events works in partnership with the national office, chapter leadership and volunteers to drive growth and success with Chapter philanthropic events. This individual will utilize best practice and excellent customer service to create tools and support chapters with their volunteer led peer-to-peer Stepping Out to Cure Scleroderma walk-a-thons, third-party events, HopeRaisers and any other fundraising event. He/she will manage and proactively grow corporate sponsorships at the national level in partnership with the Associate Director, Corporate and Foundation Relations as well as support local chapter leadership in securing local sponsors. This person will report to the Director of Development and Major Gifts and is a member of the National Development Team.

Primary Responsibilities

Under guidance and supervision of the Director of Development & Major Gifts, the Manager, Philanthropic Events will be responsible for the following.

Fundraising

- Implement Foundation best practices regarding recruitment and management of high-level volunteers, strategic initiatives, revenue generating activities and event day logistics resulting in meeting or exceeding revenue goals.
- Develop event tool kits for Chapter leadership.
- Go the extra mile and have excellent customer service understanding the full scope of the disease and in turn, use that knowledge to connect with stakeholders/prospective donors in a meaningful way.
- Work in partnership with the marketing team to develop event branding, social media and digital plans and the implementation of corporate sponsor benefits.

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- Ensure revenue goal is achieved by overseeing development, implementation and assessment of year-round strategic fundraising plans for all Stepping Out to Cure Scleroderma walk-a-thons, and other events. Plan includes campaign revenue drives: proactive team engagement, acquisition, day of experience, sponsorship and data-revenue tracking and assessment. Make timely adjustments to fundraising strategies as needed.
- Develop, facilitate and train Chapter leaders and volunteers on donor cultivation and engagement opportunities through peer-to-peer fundraising.
- Provide guidance and knowledge to Chapter leadership and volunteers on planning a successful and safe walk.
- Manage schedules for fundraising events.

Volunteer Management

- Provide chapters with resources to support strong volunteer management as related to all events.
- Partner with and provide comprehensive support to volunteer committees in order to drive success in campaigns and grow support for the mission.

Other

- Actively participate as a member of the Development Team.
- Participate in staff meetings, training and other activities as directed.
- Support the Director of Development and Major Gifts with other fundraising initiatives as assigned.

Candidate Profile

1. Bachelor's degree.
2. A minimum of 5 years of demonstrated success in event peer-to-peer event fundraising experience including walks.
3. Knowledgeable in corporate giving, donor cultivation and recognition, donor records and acknowledgement.
4. Prove and applicable skills in committee and volunteer management and development.
5. Demonstrated success in utilizing best practices for social media and email to help with events.
6. Self-motivated, results oriented leader with strong organizational skills.
7. Skillful in balancing multiple and competing priorities.
8. Proven capability of working with a variety of personality and leadership styles in a matrixed organization, and externally with volunteers and partners.
9. Exceptional written/oral presentation and communication skills.
10. Strong skills in digital giving platforms.
11. Excellent computer skills.
12. Knowledge and experience in fiscal management and budgeting.
13. Knowledgeable of IRS compliance on corporate sponsorships.
14. Ability to work independently and take initiative for project-based work.
15. Adept at problem solving and "big picture" thinking.
16. Adept and desire to stay abreast on current trends.
17. Willingness to travel occasionally both regionally and nationally for the purposes of participating at Foundation functions.
18. Strong proficiency in Microsoft Word, Excel, PowerPoint, and relationship databases, with preferred experience in Blackbaud-related database environments.