



Events Specialist

We are the American Brain Tumor Association (ABTA). Our mission is to advance the understanding and treatment of brain tumors with the goals of improving, extending and, ultimately, saving the lives of those impacted by a brain tumor diagnosis. We do this through interactions and engagements with brain tumor patients and their families, collaborations with allied groups and organizations, and the funding of brain tumor research.

Founded in 1973, the ABTA was the first national advocacy organization committed to funding brain tumor research and providing information and education on all tumor types and all age groups. For more than 40 years, we have been providing comprehensive resources that support the complex needs of brain tumor patients and caregivers, as well as the critical funding of research in the pursuit of breakthroughs in brain tumor diagnosis, treatment and care. We do all of this from our headquarters in Chicago, IL. We are located near the O'Hare airport with convenient, easy access to both the Blue Line and I-90.

To learn more about us, please visit our website at <http://www.abta.org> (no direct inquiries or third parties please; only online applications will be considered).

To the right **Events Specialist**, we offer:

- Health, Dental, Vision, Life, Flexible Benefits, and Disability insurance
- 401(k) matching
- Paid time off and holiday schedule
- Collaborative, team environment
- Entrepreneurial, innovative spirit
- Opportunity to make a difference

Position Summary

The **Events Specialist** will work as part of the Advancement events team on all aspects of developing, planning, implementing and executing ABTA events to ensure flawless execution and success as part of the ABTA Events team. The Events Specialist will oversee assigned BT5K Breakthrough for Brain Tumors Run/Walk events located throughout the United States. The Events Specialist is responsible for providing exceptional customer service, meeting and exceeding fundraising revenue goals and further advancing the mission of the ABTA.

Position Duties and Responsibilities

- Produce events that meet the programmatic and quality goals of ABTA, ensuring flawless experiences for event participants, sponsors, vendor partners, volunteers, Board members and staff.
- Maintain strong internal and external communications with all event stakeholders, including ABTA staff in impacted departments.
- Lead and coordinate all aspects of BT5K events including event registration, participant fundraising, logistics and team events.

- Work with Marketing & Communications team to help support event related marketing and collateral materials. Provide updates and story ideas for ABTA internal and external communications and social media channels.
- Assist the Director of Events with preparing BT5K events and content delivery strategies and plans that are aligned with ABTA's strategic and financial objectives.
- Recruit and cultivate event participants and volunteers for BT5K Breakthrough for Brain Tumors.
- Cultivate and nurture relationships with corporate sponsors and other constituents to provide educational opportunities for the general public to learn about ABTA and its mission.
- Responsible for updating and maintaining event websites and ensuring e-mails are properly formatted and scheduled with the approval of the Director of Events.
- Recruit and work with volunteer planning committees in assigned BT5K markets.
- Help coordinate the activities and responsibilities of volunteers and event staff and ensure that guidelines and expectations, including the volunteer schedule for the day of event, are distributed to volunteer and staff prior to the event.
- Respond in a prompt and expeditious manner to all voicemail, e-mail, and phone messages from ABTA staff members, volunteers, participants, Board members, vendors, and constituents within 24-hours of receipt.
- All other duties and responsibilities as assigned.

Knowledge / Skills / Abilities

- Bachelor's Degree and 1-3 years of related experience in events and/or nonprofit fundraising.
- Excellent verbal and written communication skills with strong attention to detail.
- Self-motivated, organized and willing to help with any project large or small.
- Ability to simultaneously manage multiple projects with varying timelines and deadlines.
- Ability to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, participants and other supporters.
- High degree of creativity, responsibility, initiative, and professionalism.
- Experience coordinating events and staff /volunteer activities.
- Skilled in Microsoft Office including Word, Excel and Power Point.
- Experience using Luminare or similar constituent engagement tools and Raiser's Edge a plus.
- Ability to travel up to 25% and work some evenings and weekends in support of ABTA events.

Work Environment

Work environment may involve moderate risks or discomforts, which require special safety precautions (e.g., automobile and airplane travel). This position may require some travel, up to approximately 30% travel. Additionally, while performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Physical Demands

Work requires some physical strain such as long periods of sitting and walking while handling company business. The employee must occasionally lift and/or move up to 50 pounds, including boxes of ABTA literature and supplies for various events. Specific vision abilities required by the job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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Please send cover letter and resume by clicking the apply now button below.

<http://www.jobs.net/j/JumxTzJr?idpartenaire=20075>

Equal Opportunity Employer

ABTA, in conformity with applicable laws, is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, or disability.