

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 Advancement Director of Events, 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 **Advancement Director of Events** is responsible for providing leadership and oversight relating to planning, developing, budgeting, implementing, and executing a nation-wide expansion of the organization's fundraising event strategy and support of various volunteer events that enhance relationship building and fundraising objectives for the achievement of major revenue growth for the ABTA. Additionally, the incumbent has responsibility for recruiting and managing corporate support both locally & nationally for the organization.

## **Position Duties and Responsibilities**

### Events

- Oversee national BT5K Breakthrough for Brain Tumors & Team Breakthrough platforms in support of the goals of the ABTA, ensuring flawless experiences for event participants, sponsors, vendor partners, volunteers, Board members, and staff.
- Work with Director, National Volunteer Programs and the Volunteer Coordinator to expand and grow CommYOUUnity network in conjunction with efforts of the ABTA Events Portfolio.
- Serve in capacity of liaison to and facilitator for activities with the ABTA Leadership Team in support of the overall fundraising event goals and the ABTA Strategic Plan.
- Ensure that events and content delivery strategies and plans are aligned with the ABTA's strategic and financial objectives.
- Maintain strong internal and external communications with all event stakeholders, including the ABTA staff in impacted departments.

- Work in conjunction with the Advancement Team to create, build and nurture relationships with corporations to secure significant financial support through sponsorship (monetary or in-kind) and/or event fundraising teams and provide educational opportunities for the general public to learn about the ABTA and its mission.
- Evaluate Events Team efforts and content delivery mechanisms to identify areas of improvement. Also, prepare reports and conduct analyses relating to the planning, objectives, and effectiveness and direction of event operations for the Chief Advancement Officer.
- Develop a long-term event strategy that demonstrates continued evolution of key events and leverages multi-year opportunities to manage expenses.
- Provide leadership for planning logistics and generating appropriate event scenarios, talking points, and background information for staff and key event participants.
- Work closely with the ABTA's Marketing and Communication staff to develop communication strategies for promoting events. Also, establish communication protocols and operating procedures with planning committees, vendors, and program staff. Work closely with the Advancement Director, Development to identify and cultivate the ABTA donors.
- Work closely with the Chief Operating Officer and Chief Advancement Officer to negotiate agreements with vendors, outside providers, and subcontractors to ensure lowest cost and highest quality of service for all events.
- Manage a team of events professionals, ensuring effective planning, developing, and executing of key ABTA events. Also provide performance feedback and guidance.

#### General

- Other duties and responsibilities may be assigned at any time.

#### **Knowledge / Skills / Abilities**

- Bachelor's degree (advanced degree and CFRE certification preferred).
- Must have 8 to 10 years of experience in event planning, demonstrating increasing responsibility for the successful execution of mission-driven events, with an emphasis on charitable organization fundraising activities. Ability to manage multiple projects with multiple priorities and objectives.
- Ability to function as a dependable leader and team player.
- Experience managing event staff / volunteers.
- Excellent oral and written communication skills
- Demonstrated ability to develop strategic and operational plans and budgets, and implement various high-profile events.
- Must demonstrate a positive outlook, enthusiasm, high energy, and be self-motivated.
- Experience recruiting and motivating event staff / volunteers.
- Familiarity with technology-centric methods of delivering event information, news, and follow-up.
- Strong collaboration skills and innovative programming, with a high degree of creativity and initiative.
- High proficiency with MS Word, Excel, PowerPoint, Raiser's Edge and Luminate's TeamRaiser fundraising software.
- Intermediate to advanced project management skills required.
- Ability to travel up to up to 30% and work some evenings and weekends for professional meetings and nation-wide community 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.”

Please submit your resume by clicking the link below:

<http://www.jobs.net/j/JXTvnoZs?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.