



DR. SUSAN LOVE FOUNDATION
— for breast cancer research —

SPECIAL EVENTS MANAGER JOB DESCRIPTION

Dr. Susan Love Foundation for Breast Cancer Research challenges the status quo to end breast cancer and improve the lives of people impacted by it now through education and advocacy. The Foundation drives collaborative, cutting-edge research with nontraditional partners, brings to light the collateral damage of treatment and seeks way to diminish it, and interprets science to empower patients. Fast, flexible, and project-based, the Foundation actively engages the public in scientific research to ensure that it produces accurate and meaningful results.

Position Overview: The special events manager is responsible for managing the Foundation's special events and peer to peer fundraising events from start to finish and raising the Foundation's visibility by supporting the marketing and communications team. This position is responsible for professionally executing 4-5 high quality events with the goal of overseeing all logistics and execution. In addition, this position will support all Act with Love events (peer to peer fundraising events centered around Breast Cancer Awareness Month).

Reporting to: Senior Director of Development

Key Responsibilities include but are not limited to:

Event Logistical Support

- Serve as the lead planning and logistics person for Dr. Susan Love Foundation's Special Events, specifically taking the primary lead on Walk with Love, the Love is in the Air Luncheon, the International Symposium on the Breast, December Donor Appreciation Event and any additional Foundation events as they may arise, including fundraisers, meetings, etc.
- Develop, manage, and oversee special event budgets, adjusting financial projections when needed
- Increase participation, revenue and awareness for all Special Events
- Track event donations and assist with donor relations including donor acknowledgements by working with the Sr. Development Specialist
- Research venues and agency vendors. Review and direct contract negotiations to the Sr. Director of Development
- Recruit high level volunteers and work with the Board of Directors and/or sub-committees
- Coordinate volunteers for all Special Events when needed



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Development and Fundraising:

- Work Sr. Director of Development to set and project fundraising and develop ideas for future events
- Build and maintain profitable, long-term fundraising relationships and develop strategies with current, past, and potential partners to encourage increased and long-term support
- Direct Act with Love peer-to-peer program including all relationship management and communications

Additional Duties: The Special Events Manager will work with co-workers throughout the Foundation by supporting team members in successful execution of fundraising events. Some evenings and weekend work may be required. Other duties as assigned by the Sr. Director of Development.

Qualifications:

- Bachelor's degree required.
- 3-5 years successful event coordination and fundraising experience, preferably with non-profit organizations
- Ability to be a calm, collected problem solver in a fast-paced and sometimes stressful situation
- Fluency in Microsoft Excel, Microsoft Word and Microsoft Power Point
- Knowledge of Raiser's Edge
- Comprehensive understanding of annual fundraising events for non-profits
- Experience in managing multiple projects and priorities
- Great customer service skills, written communication, and interpersonal skills
- Demonstrated experience working independently and as part of a team
- Passion for fundraising and DSLF's Mission to end breast cancer
- Must have driver's license and own your vehicle