



## RESPIRATORY HEALTH ASSOCIATION®

<b>Job Title: Manager, Special Events</b>	<b>Status: Full-time/Non-Exempt (37.5-hour work week)</b>
<b>Reports to: Senior Manager, Special Events</b>	<b>Salary Range: \$50,000 - \$55,000</b>
<b>Starting Date: As soon as possible</b>	<b>Date Reviewed: Ongoing</b>

### Overview:

Respiratory Health Association (RHA) has been a leader in public health since 1906, helping for over a century to prevent lung disease, promote clean air, and help people live better through education, research, and policy change.

We are searching for an enthusiastic event manager with a "can-do" attitude to assist our organization in hosting events that enhance our organization's image and enhance our brand. The event manager will be tasked with researching and securing venues, planning, and managing our events' calendar, negotiating quotes and agreements with vendors, assisting with event marketing, monitoring timeframes and budgets, networking, and delivering on event brief objectives. Your creativity, organizational skills, and vision will assist our organization in amplifying brand visibility, enhancing participant and employee relations, and improve our organization's growth through events that effectively communicate our mission and brand personality.

The Special Events Manager supports the Special Events Department in its mission to advance RHA as a unique health organization. The ideal candidate for this role should demonstrate exceptional organizational abilities, superb interpersonal skills, multi-tasking skills, and excellent time-management. The Manager will be an active team member in recruiting event participants and working with them to meet and exceed their fundraising goals. They will also have a focus on the departments event coordination and production while actively participating in event execution and supporting internal event planning, all with the overall goal of building the organization's public image and visibility.

The ideal candidate will have a strong work ethic, demonstrate exceptional organizational abilities, superb interpersonal skills, multi-tasking, and excellent time management. With experience in an events environment, flexibility is to be expected as projects will be assigned routinely.

### Key Responsibilities:

- Collaboratively as a member of the special events team; plans and executes RHA's special fundraising events.
  - Anticipates the resources needed for the event including volunteers, supplies, vendors, sponsors, permits, transportation, etc. as needed
  - Manages the operations portion of Hustle Chicago Hilton Expo, room block, VIP climb and event deliveries.
  - Ensures event operations and logistic elements run smoothly.
- Serves as one of the team members who will be responsible for the cultivation and fundraising stewardship of special events participants and provides assistance to participants in establishing and meeting their personal fundraising goals.
- Creates, reviews, and manages event recruitment and participant emails
- Manages and prospects corporate team recruitment and relationship building.

- Prospects and contributes to securing corporate event sponsors and in-kind donations.
- Carries out special event projects as assigned by the Senior Manager, Special Events.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree and minimum 5 years' experience in event logistics with a proven track record in fundraising. Has the ability to work both in a team setting and independently when required.
- Strong interpersonal skills to assist with communications with both internal and external groups.
- Strong written and oral communication skills.
- Skilled in Microsoft Office 365, Excel, PowerPoint, and Word.
- Experience with CRM software such as DonorDrive and Neon is a plus.
- Experience with Constant Contact Email Marketing Software is a plus.

### **Requirements:**

- Must be able to occasionally move about inside the office to access file cabinets, office machinery, etc.; remain in a stationary position 50% of the time; operate a computer and other office machinery such as a calculator, copy machine and printer, etc.; lift and/or move up to 25 pounds.
- Must be able to work/attend events that involve weekends and evenings (Contingent on 2023 event formats).

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### **Salary/Benefits:**

This position's starting salary range is from \$50,000 - \$55,000. In addition, Respiratory Health Association offers competitive benefits including medical, dental and vision insurance, life insurance, retirement plans and generous paid time off for PTO, mental health, and comp days.

Respiratory Health Association is dedicated to offering professional development opportunities to help staff advance their careers for the benefit of the association.

RHA has a Hybrid/Remote set-up and when in the office, on-site parking is available.

**To apply:** Email résumé and cover letter to [jobs@resphealth.org](mailto:jobs@resphealth.org).

**Please note:** Respiratory Health Association 501(c)3 is fully committed to equal opportunity employment in accordance with applicable laws and regulations and is an Equal Opportunity employer.

The Association does not hire persons who smoke or vape and forbids smoking in the workplace.

RHA requires its employees to be fully vaccinated against Covid-19, a respiratory virus, unless a reasonable accommodation is required by law.