



RESPIRATORY HEALTH ASSOCIATION®

Job Title: Senior Coordinator, Special Events	Status: Full-time/Non-Exempt (37.5-hour work week)
Reports to: Senior Manager, Special Events	Salary Range: \$45,000-\$50,000
Starting Date: As soon as possible	Date Reviewed: Ongoing

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. The Association seeks an experienced professional who is talented and motivated to organize outstanding and unforgettable events through the selection of venues, adhering to the given budget, arranging onsite vendors, and ensuring the success of the event.

The Special Events Senior Coordinator supports the Special Events Department in its mission to advance RHA as a unique health organization. The Senior Coordinator 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. With exposure to an events environment, flexibility is to be expected as projects will be assigned routinely. This position requires outstanding organizational skills, attention to detail and the ability to work both independently and with other RHA colleagues and event participants.

Key Responsibilities:

- Collaboratively as a member of the special events team; plans and executes RHA's special fundraising events.
- for the cultivation and fundraising stewardship of special events participants and provide assistance to participants in establishing and meeting their fundraising goals.
- Manages and recruits volunteers for events and in-office work.
- Creates, reviews, and manages event recruitment and participant emails
- Engages in and manages select corporate team recruitment and relationship building.
- Works with existing and new event sponsors to build relationships and secure in-kind donations.
- Carries out special event projects as assigned by the Senior Manager, Special Events.
- Other duties as assigned.

Qualifications:

- Associates degree or higher, or equivalent experience, in a field that demonstrates an ability to communicate well and process information. Bachelor's degree is preferred.
- 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 \$45,000. In addition, Respiratory Health Association offers competitive benefits including medical, dental and vision insurance, life insurance, 403(b) retirement plan and generous paid time off for vacation and sick.

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 schedule and when in the office, on-site parking is available.

To apply: Email résumé and cover letter to jobs@resphealth.org

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

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 unless a reasonable accommodation is required by law.