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| <b>Job Title: Relationship and Fundraising Manager, Special Events</b> | <b>Status: Exempt</b>                            |
| <b>Reports to: Assistant Director, Special Events</b>                  | <b>Salary Range: \$50,000- \$55,000 per year</b> |
| <b>Starting Date: As soon as possible</b>                              | <b>Date Reviewed: 08/17/2023</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, dedicated Relationship and Fundraising Manager to be a part of our organization in hosting events that generate funding for RHA's mission, enhance our organization's image and enhance our brand. Your relationship building, 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 Relationship and Fundraising Manager, Special Events will have a strong focus on stewarding relationships with current and past event participants, recruiting new event participants, and working with them to meet and exceed their fundraising goals. They will maintain current sponsors, and identify and recruit new sponsors, to build support for RHA's events. In addition, this role will help with the department's event coordination and production while actively participating in event execution and supporting internal event planning, all with the overall goal of meeting our fundraising targets, building the organization's public image and maintaining the Association's visibility.

The ideal candidate will have a strong work ethic and superb communication and relationship building skills. The candidate will demonstrate exceptional organizational abilities, interpersonal skills, multi-tasking, and excellent time management. Finally, the candidate must be flexible because in an events environment projects will vary and be assigned routinely.

**Key Responsibilities:**

- Leads team in cultivation and stewardship of special event participants. Team members divide responsibility to aid participants in establishing, meeting and exceeding their personal fundraising goals.
- Manages peer-to-peer fundraising and donor database in Donor Drive.
- Recruits and manages volunteers for events and in-office tasks.
- Leads solicitation and execution of online silent auction for Whiskey and Barrel Nite event.
- Creates, reviews, and manages event recruitment and participant emails.
- Manages and prospects corporate team recruitment and relationship building.
- Contributes and prospects to securement of corporate event sponsors.
- Collaboratively as a member of the special events team; plans and executes RHA's special fundraising events including the following tasks:

- Anticipates the resources needed for the event including volunteers, supplies, vendors, sponsors, permits, transportation, etc. as needed.
- Ensures the event runs smoothly.
- Assists and participates in the pre-event planning, reviews any history of the event, initiates correspondence and conferences with vendors, event planners, their suppliers, etc.
- Maintains the proper image and generates positive public relations with patrons and staff.
- Carries out special event projects as assigned by the Assistant Director, Special Events.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree and minimum 5 years' experience in executing events and a proven track record in managing and developing relationships with peer-to-peer fundraising and sponsors.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Requires strong communication skills, both verbal and written.
- Must possess basic computational ability.
- Must possess computer skills, including, but not limited to, database programs, Microsoft Word, and Excel.
- Excellent interpersonal and sales-related skills.
- Exceptional organizational skills.
- Attend all events and related event activities.

**Salary/Benefits:**

This position's starting salary is \$50,000. In addition, RHA offers competitive benefits including medical, dental and vision insurance, life insurance, and a retirement plan. RHA also offers generous paid time off which includes sick, vacation and personal time.

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

RHA currently 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](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 people 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.