Lupus Foundation of America, North Carolina Chapter
Seeks Development Manager

OVERVIEW
The Lupus Foundation of America, North Carolina Chapter (LFANC) is an independent 501(c)3 that provides support, services and hope to all people affected with lupus in North Carolina. LFANC (www.lupusnc.org) offers current information, education programs, support groups and personalized help with questions that arise for the over 45,000 people in in North Carolina who live with lupus, their families and friends. LFANC also supports research and promotes lupus awareness.

Under the supervision of the President & CEO, this position is responsible for managing all fundraising event efforts of the chapter to include: oversight of fundraising promotional efforts, relationship maintenance with top participants & donors, and oversight of logistical planning of fundraising events. The Development Manager will work in the chapter headquarters in Charlotte, NC with a main responsibility of creating, maintaining, and extending relationships associated with fundraising events, while managing all Development Department efforts.

The LFANC is a statewide team of committed people who are passionate about the mission and driving positive change for those affected by lupus.

DUTIES AND RESPONSIBILITIES
- Provide over all event management for fundraising events in the North Carolina Chapter, such as, but not limited to: walks, gala, and golf tournaments
- Coordinate annual pre-event and post-event activities for all fundraising events, such as, but not limited to, Kick-Off & Award Parties, Preview Parties, and Team Captain Rallies
- Oversee the chapter's third party fundraising program
- Recruit and cultivate relationships with event participants
- Oversee all event vendor relationships
- Creation & implementation of all fundraising event promotional and development initiatives including mass marketing, correspondence with chapter distribution audience, grass roots activities, social media, etc.
- Management of the special events interns
- Work with CEO to identify and secure all high level in-kind partnerships/sponsorships
- Conducting data mining and reporting to show trend analysis of events
- Management of fundraising event committees including scheduled monthly calls and regular contact with committee
- Draft the annual budget for the Development Department and maintain approved income & expenses
- Create new events in chapter's online fundraising system as it relates to registration, auto responders, and page layout
- Assist President & CEO, when needed, as a chapter liaison for speaking engagements and partnership meetings
- Oversee the recruitment, coordination, and communication with of event volunteers
- Assist the CEO with fundraising promotional efforts and relationship maintenance with top participants & donors
- Manage event social media posts

QUALIFICATIONS AND PERSONAL CHARACTERISTICS
- Bachelor's degree or higher with at least 3-5 years of fundraising event experience
- Special event planning, fundraising, and nonprofit a must
- Experience with charity walks a plus
- Graphic design experience a plus
- Must possess salesmanship and the ability to develop strong relationships for securing donations and vendor negotiations
- Ability to coordinate and/or direct a variety of complex tasks and assignments simultaneously and successfully, sometimes working for concentrated periods under pressure
- Ability to represent the organization and interface with all levels of staff, volunteers, and donors
- Excellent written and verbal skills
- Self-starter with extraordinary organizational skills and attention to detail
- Ability/willingness to work in a fast-paced and expanding non-profit that values passion, creativity, and commitment

Requires different hours based on seasons. For general, non-event season this position will be required to maintain an average of 40 hours (Monday-Friday) work-week with additional evening and weekend hours. (Approximately an average of one weekend per quarter and three evenings per month.) During event seasons (approximately 10 wks per year) this position will be required to work additional weekend/evenings as needed.

COMPENSATION
Salary will be competitive and commensurate with experience. Health and retirement benefits also offered.

Please submit: (1) a position-specific cover letter and (2) resume, (3) along with salary requirements, to jenny.prince@lupusnc.org or fax (704-716-5641) by November 27th. Submissions that do not include all 3 items will not be considered. No calls. Applicant start date will be mid December.

The Lupus Foundation of America, North Carolina Chapter, Inc. is an equal opportunity employer. (EOE M/F/D/V)