Epilepsy Foundation New England

Job Title: **Associate Director of Development**

Reports To: **Vice President for Development and Communications**

Location: **Hybrid/Remote position: See Work Environment and Schedule section below**

Employment Type: **Full-time**

About the Epilepsy Foundation New England

Established in 1983, Epilepsy Foundation New England, Inc. (EFNE) is a 501(c)(3) nonprofit organization serving people living with epilepsy and their families through connection, education, advocacy, and direct support.

We are committed to building a world where individuals with epilepsy can live full and empowered lives—free from stigma, supported by community, and equipped with the resources they need to thrive.

Position Summary

The Associate Director of Development provides support to the VP for Development, especially in overseeing and organizing events that advance the Foundation's visibility, financial goals, and community engagement. The Associate Director of Development ensures events are successful and cost-effective, paying attention to budget and time constraints. The Associate Director of Development is a project manager who understands marketing and promotion techniques. The Associate Director of Development works with the VP for Development to be the lead producer of approximately 20 major special events per year (including approximately 3 walks/runs, 1 gala, 1 golf tournament, several conferences, a marquee research event, and other events such as benefit concerts and donor cultivation events. The successful candidate will produce events that build EFNE's impact with an enthusiastic approach and organizational skills that do not leave anything about an event to chance. This position will work with the VP for Development to support stewardship and donor relations efforts as well.

Key Responsibilities

- Plan and manage events from start to finish according to requirements, target audience, and objectives. Events may include and are not limited to:
    - Rhode Island Walk for Epilepsy
    - Vermont Walk for Epilepsy
    - Educational Conferences
- Coordinate independently the details of events such as galas, golf tournaments, walks/runs, conferences, business meetings, and virtual events (e.g., online support group logistics)

- Manage volunteers responsible for event activities: train and educate staff and volunteers on proper event procedures
- Ensure event supplies are ready and organized for day-of set up. This will require transportation of supplies from our storage locker to the event site in our van
- The Associate Director of Development, independently or in coordination with colleagues, will manage, organize, and transport event supplies using a rental box truck.
- Calculate budgets and adjust when necessary
- Book venues and negotiate fees
- Ensure all necessary permits are applied for and issued before event
- Prepare invitations and send out (mail, digital) at appropriate time to drive attendance
- Solicit in-kind donations for various event
- Work with guest of honor to ensure all requests are met
- Drive attendance to the event
- Promote the event using flyers, cold calling, and social media as examples of ways to spark attention.
- Analyze event performance and prepare metrics presentation
- Define organization brand through events
- Ensure staff is adequately prepared for event, convening meetings as needed.
- Oversee payment of all vendors.
- Provide receipts if needed
- Ensure day of event goes smoothly
- Set up booths, flowers, decorations, and other event decor
- Plan menus, order food, and hire chefs or caterers, including main dishes and desserts

Stewardship & Donor Relations

- Proactively supports the stewardship activities of the development department by assisting them in establishing and coordinating individualized stewardship plans to donors in their portfolios
- Create opportunities for donors to observe and learn about programs like Purple Camp
- Draft annual donor solicitation appeals.
- Draft donor acknowledgment letters.
- Other duties as assigned by VP for Development
- Provide support when acknowledging appropriate financial and in-kind donations by correspondence
- Ensure Bloomerang system is maintained with accurate information on donor behavior
  and communications
- Fulfill thank you acknowledgments for offline donors

Other Duties Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Minimum Qualifications

- Associate's Degree/High School diploma required.
- 1-2 years of experience with successful event production for a nonprofit organization that consistently met revenue targets
- Demonstration of a commitment to EFNE's mission
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems
- First rate verbal and written communication skills
- Track record of taking initiative in managing priorities and working effectively under pressure when facing short deadlines
- Good judgment, discretion, tact, and the ability to work easily with senior leaders within the charitable, government, and business sectors
- Ability to partner well with colleagues both in and outside of the organization
- Ability to work independently and to undertake supervisory responsibilities as needed
- Excellent diplomacy skills and ability to converse easily with major donors and leaders in the nonprofit, health care, and philanthropic community
- Must have valid U.S. driver's license
- High-school diploma required.

Preferred Qualifications

- Bachelor's Degree in a related field
- Experience with Bloomerang and Salesforce (or other) CRM

Supervisory Responsibility

This position regularly supervises volunteers.

Compensation and Benefits

This position is a full-time, exempt role with a salary range between $65,000 and $75,000 per year, depending upon experience, qualifications, and geography.

Full-time employees of EFNE are eligible to participate in EFNE's benefit programs in accordance with the terms and conditions of such programs, including paid time off for vacation, sick leave, and holidays, as well as health, vision, and dental, a 403(b) plan with a matching contribution, and short-term and long-term disability coverage. EFNE may modify any of these plans and programs on a prospective basis from time to time.

Work Environment and Schedule

This is a remote/hybrid position that offers the ability to work remotely except for required EFNE in-person meetings at its offices in Lowell, MA or other site. A candidate may also consider a hybrid work environment, which combines both remote and in-person work. In-person responsibilities will typically be required two days per week at EFNE's office in Lowell, MA.

Local travel is required; overnight travel may be required for some events. Candidates are encouraged to consult the Foundation's website and Facebook page for a sampling of upcoming and past events.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift event supplies, up to 40 pounds.

Equal Opportunity Employer

EFNE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

To apply, please submit a cover letter and resume to HR@epilepsynewengland.org.