

Manager, The Longest Day – Greater Kentucky

Work Hours: Full-time

Reports To: Director of Development

Grade: 205

The Alzheimer's Association is the leading voluntary health organization in Alzheimer's care, support and research. Our mission is to lead the way to end Alzheimer's and all other dementia - by accelerating global research, driving risk reduction and early detection, and maximizing quality care and support.

At the Alzheimer's Association, our employees are at the core of all we do. Our network of more than 1,700 employees across the United States makes a difference each and every day for those impacted by Alzheimer's and those at risk for the disease.

We warmly invite qualified applicants to consider this opportunity to make a life changing impact on the millions living with Alzheimer's, their caregivers and those that may be diagnosed with the disease in the future. Read on to learn more about the role, then visit our website www.alz.org to find out more about who we are and why we've been recognized as a Best Place to Work the last ten years in a row.

Position Summary:

The Manager, The Longest Day position is responsible for leading the strategy, planning and execution of The Longest Day program, the Chapter's second largest mass market signature event to meet or exceed goals through volunteer recruitment and engagement as well as through corporate development. This Manager will oversee these programs for Louisville, KY and surrounding communities, working in partnership with field staff in remote offices to ensure successful execution of fundraising efforts.

Measurable outcomes for this position include: achieving designated financial goals through team and individual fundraising, on-going new leads generation, recruitment, and cultivation, volunteer recruitment for committee leadership roles, and year-round communication, coaching, and stewardship of volunteers and Team Captains. Based in Louisville, this position requires frequent travel within the assigned territory.

Responsibilities

- Responsible for the Chapter's revenue and expense goals related to The Longest Day.
- Develop and execute a comprehensive plan for The Longest Day that includes new leads growth, team recruitment and retention strategies, volunteer committee development, and marketing/PR outreach efforts in collaboration with marketing team.
- Generate growth of new teams by utilizing, adapting and creating successful sales/recruitment strategies to expand The Longest Day program throughout Chapter area.
- Create and adapt networking and outreach efforts to identify and recruit new prospects, convert prospects into fundraising teams, and develop and maintain robust, year-round prospect pipeline.
- Create, adapt and implement successful coaching tools and strategies to grow and support The Longest Day teams as successful fundraisers.

- Develop proposals and make large asks, develop pitches, make cold calls, build successful relationships quickly, and work with large corporations and other partners such as community health systems to support educational programs, physician referrals, and other organizational initiatives that advance our mission.
- Develop internal structures, processes and tools to recruit, train and support Volunteer Committees in their recruitment and coaching responsibilities.
- Cultivate a pipeline of volunteer leadership for succession planning.
- Assure Chapter compliance with Alzheimer's Association policies, standards and regulatory requirements.
- Responsible for other duties as assigned.
- Actively participate in learning opportunities for professional growth and self- improvement.

Qualifications

- Bachelor's degree or equivalent experience.
- 5+ years successful track record in sales or equivalent recruitment roles.
- Preferred experience in recruiting and mobilizing volunteers to achieve goals.
- Confident, goal-oriented, positive self-starter with proven experience in managing simultaneous projects & events.
- Must possess a valid driver's license, proof of insurance and have reliable transportation.
- Must pass criminal background check.
- Must accept other duties, as assigned.

Knowledge, Skills and Abilities

- Good interpersonal skills.
- Bilingual English and Spanish preferred.
- Superior motivator and communicator (written and verbal) with the ability to encourage others to maximize potential and achieve organization goals.
- Excellent organization and management skills, including the ability set clear goals, organize projects, establish and manage budgets, develop work processes and supervise professionals.
- Facilitation and attendance of virtual video meetings, conferences, and trainings.
- Ability to work with diverse communities and demonstrate inclusion.
- Ability to work remotely and in an office environment.
- Ability to work well with other staff, volunteers and clients.
- ability to work independently, self-motivate, and provide consistent, collaborative communication with leadership.
- Ability to handle confidential information.
- Must be willing to travel in and out of state for trainings or meetings as occasionally needed.
- Ability to work during periods of high volume or tight deadlines.
- Must be willing to work on evenings and weekends as occasionally needed.
- Ability to move boxes and supplies up to 30 pounds.
- Ability to set up and tear down tables, chairs, stage, etc. as needed for special events.
- Strong computer skills, proficient with Microsoft Office and Google Suite products and social media; experience with, or ability to rapidly learn, Team Approach/Convio software.

Employees working 24 hours/week or more are eligible for a comprehensive benefits package, including medical, dental, vision, flex accounts, short and long-term disability, life insurance, tuition

reimbursement, generous PTO as well as an annual Cultural & Heritage Day of their choosing , Caregiver Leave, Volunteer and School Visitation time off, paid holidays and a gold standard 401(k) retirement plan.

The Alzheimer's Association is committed to diversity, equity and inclusion in the workplace and provides consideration for an employment relationship without regard to race, color, religion, sex, sexual orientation, gender expression, gender identity, genetic predisposition, national origin, ethnicity, disability, veteran status, or any other characteristic protected by federal, state or local law.