NATIONAL SCLERODERMA FOUNDATION
POSITION DESCRIPTION

TITLE: Manager, Fundraising Events

DATE: August 1, 2025

STATUS: Full-time, Exempt

LOCATION: Remote

DIRECT SUPERVISOR: Senior Director, Chapter Advancement

ABOUT THE FOUNDATION: A relentless force in finding a cure and improving the lives of people affected by scleroderma, the National Scleroderma Foundation advances medical research, promotes disease awareness, and provides support and education to people with scleroderma, their families, and support networks. Supported by a network of thousands of individuals across the United States, the Foundation is the leading nonprofit funder of peer-reviewed research to discover the cause, understand the mechanisms, and overcome scleroderma forever. The Foundation embraces an intentional organizational culture in which everyone can share openly and engage authentically. Headquartered in Danvers, Massachusetts, the Foundation boasts a network of 13 chapters and more than 50 support groups across the country. The Foundation has been recognized for its commitment to financial transparency and reporting with ten consecutive years of four-star ratings by Charity Navigator, and a platinum seal of approval by Candid.

POSITION SUMMARY DESCRIPTION: The Manager, Fundraising Events works in partnership with chapter leadership, staff and volunteers to plan, support and execute an annual fundraising events plan that drives organizational growth and success. This individual will utilize best practice standards and excellent customer service skills to develop tools and trainings and streamlined processes and procedures to support Chapters with their volunteer-led peer-to-peer fundraising events, including *Stepping Out to Cure Scleroderma* Walks, signature fundraising events such as golf tournaments, third-party events, *HopeRaisers* and any other fundraising events that may arise. They will support local Chapter leadership in securing sponsors and work collaboratively with the database manager and philanthropy teams to implement and ensure compliance with data-entry policies and procedures related to events.

DUTIES & RESPONSIBILITIES
Under guidance and supervision of the Sr. Director, Chapter Advancement, the Manager, Fundraising Events will be responsible for the following:

Fundraising

- Ensure revenue goals are achieved by overseeing the creation, implementation, and assessment of year-round strategic fundraising plans for all *Stepping Out to Cure Scleroderma* walks, and other events.
    - Plan includes campaign revenue drives: proactive team engagement, acquisition, day-of event experience, sponsorship and data-revenue tracking and assessment. Make timely adjustments to fundraising strategies as needed.
- Ensure appropriate registration and gift processing is in place for each type of event (e.g., third party, etc.) leading up to, and on the day of the event.
- Demonstrate excellent customer service by going the extra mile, understanding the impact of the disease and in turn, using that knowledge to connect with stakeholders and donors in a meaningful way.
- Manage the fundraising events online platform via Funraisin (TeamRaiser and HopeRaiser).
- Utilize Raiser's Edge to maintain appropriate data entry for all fundraising events.
- Produce routine events reports for staff, volunteers and leadership.
- Remain abreast of the leading and most effective peer to peer fundraising tools available.

Volunteer Management
- Provide Chapters with resources to support strong volunteer management as related to all events.
- Recruit, develop and train Chapter leaders and volunteers on donor cultivation and engagement opportunities through peer-to-peer fundraising.
- Provide guidance and knowledge to Chapter leadership and volunteers on development best practices for events, including planning a successful and safe walk.
- Develop, manage, and refine event toolkits for Chapter leadership including but not limited to peer-to-peer walks/runs, galas, golf tournaments, etc.
- Implement best practices regarding recruitment and management of high-level volunteers, strategic initiatives, revenue-generating fundraising activities resulting in meeting or exceeding revenue goals.
- Partner with and provide comprehensive support to volunteer committees to drive success in campaigns and grow support for the mission.

Event Management
- Work in partnership with the Communications team to develop event branding, social media and digital plans and ensure the delivery / implementation of corporate sponsor benefits.
- Manage schedules for fundraising events across the organization.

Other
- Effectively triage and address all Chapter requests in a timely fashion.
- Actively participate as a member of the Chapter Advancement Team.
- Participate in staff meetings, trainings, and other activities as directed.

- Support the Sr. Director, Chapter Advancement with other fundraising initiatives as assigned.

Candidate Profile
- Bachelor's degree and a minimum of 3-5 years of demonstrated success in nonprofit events fundraising and management, including walks and peer-to-peer
- Knowledge of digital fundraising platforms, peer-to-peer fundraising, corporate giving, and donor acknowledgment
- Proven volunteer management skills
- Demonstrated success in utilizing best practices for direct mail, digital, social media and email to facilitate events.
- Knowledge of IRS compliance with respect to events fundraising, including corporate sponsorships
- Self-motivated, results-oriented leader with strong organizational skills
- Skillful in balancing multiple and competing priorities
- Proven capability of working with a variety of personality and leadership styles in a matrixed organization, and externally with volunteers and partners
- Available to travel for the purposes of participating in Foundation events
- Excellent computer skills, particularly a strong proficiency in Microsoft Word, Excel, PowerPoint, and CRM relationship databases, with preferred experience in Blackbaud products, along with other event registration/payment software outside of Blackbaud, for example (Square, WePay, ClickBid, etc)