



**CITIZENS UNITED FOR
RESEARCH IN EPILEPSY**

**MANAGER OF EVENTS AND COMMUNITY ENGAGEMENT
(Exempt | Full-Time)**

Position Summary

The Manager of Events and Community Engagement is responsible for managing and executing all of CURE's special events, including, the Chicago Benefit, conferences, and all other events as they arise. They are also responsible for the stewardship and cultivation of CURE's Community Engagement Programs, including the Education Enrichment Fund, Day of Science and CURE Champions events. This Manager is responsible for oversight and managing event planning and development, financials and reporting and logistics.

Job Specifications

Type	Minimum Requirement
Education & Training	Bachelor's degree in Communications, Marketing, Public Administration, Business Administration or a closely related field.
Experience	Minimum of 4 to 5 years of progressively productive event management and fundraising experience, preferably in the non-profit/association community.
Special Knowledge, Skills & Abilities	<ul style="list-style-type: none">• Demonstrated track record of success event and fundraising activities.• Excellent verbal and written skills.• Ability to effectively communicate the mission of the organization and articulate the impact of research funding.• Poise compassion, creativity and integrity coupled with an ability to earn the confidence of a wide range of internal and external constituents.• Successful experience working with staff, affiliates and volunteers to ensure an integrated, organized effort, as well as goal-oriented accomplishments.• Ability to successfully engage, cultivate, and steward long-term partnerships that will ensure the philanthropic success of CURE.• A team mentality and an interest in the success of colleagues.• Proven sense for developing tactics to meet goals and objectives.• Highly skilled in MS Office and other computer applications including word processing, presentation and spreadsheet software.• Highly skilled in Raiser's Edge or related customer relationship management software preferred.• Knowledge and experience in organizational effectiveness and operations management implementing best practices.• Excellent interpersonal skills and a collaborative management style.• Budget development and oversight experience.• Ability to gather, analyze and summarize information including numerical and financial data.• Outstanding organizational skills and attention to detail.• The ability to work effectively with other staff and to follow approved CURE procedures and policies.

Key Responsibilities

- Develop, manage, cultivate and have oversight of CURE's Special Events and Community Engagement Program.
- Ensure successful production of all special events including, annual benefit and other fundraising and awareness-raising events.
- Responsible for achieving fundraising goals, keep accurate records, and regularly communicate progress to Director of Development.

Special Events

- Develop, manage and execute fundraising events, programs, and activities ensuring that CURE events maximize net contributed income.
- Work with Development Director and Event Committees to secure sponsorships and donations for events.
- Responsible for coordinating creative design of events, working with event producers and other third-party vendors as appropriate.
- Coordinate event production ensuring all details are confirmed with vendors to fulfill their contractual obligations.
- Produce event-related communications, including sponsor packets, donation letters, invitations, program book, PowerPoint presentations, etc.
- Solicit in-kind donations of goods and services for use at special events (auctions, raffles, prizes).
- Manage administration of all auctions, including live, silent, private and online auction. Host auction meetings, secure auction items, prepare items to be posted on-line or at event and track payments.
- Research and propose payment options, and auction platforms, and other online event solutions as needed.
- Manage flow of funds to ensure system runs effectively for collection of donations.
- Coordinate guest lists, RSVP's, and acknowledgments for events with development team.
- Produce event-related communications, including sponsor packets, donation letters, invitations, program book, PowerPoint presentations, etc.
- Provide analysis to assist with budgeting, finances, and seek cost-savings to maximize net return.
- Lead event committee meetings; document all action items and communicate to respective people.
- Serve as staff liaison and point of contact for all event committee members.
- Recruit, coordinate, and train all volunteers.

Community Engagement

- Plan and implement CURE's community engagement programs, partnerships, and other engagement initiatives.
- Develop and execute on plan to increase CURE's community engagement programs fundraising efforts.
- Identify, initiate, and deepen relationships with various community stakeholders.
- Implement meetings, surveys, and other ways for communicating with, and receiving feedback from, the community about CURE and its initiatives.
- Maintain various databases of groups of stakeholders.
- Create mechanisms for internal and external evaluation of engagement initiatives.
- Distribute information to CURE staff and volunteers regarding engagement activities.

Position Overview

Manager of Events and Community Engagement

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STATUS AND BENEFITS

Supervisor: Director of Development

FLSA Status: Exempt

Terms of Employment: At Will

Employment Status: Full-Time

Location: Chicago, Illinois

Benefits: Medical, Dental, Vision and Life, 403(b), PTO, Sick Leave, Paid Holiday's and more

CURE is an Equal Opportunity Employer. CURE is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply. CURE does not discriminate on the basis of race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.