



Fundraising Director, Relationship Events

Job Category: Events

Requisition Number: DIREC001939

Posting Details

Posted: March 14, 2024

- Full-Time
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- **Locations**

San Jose, CA 95131, USA

Job Details

Description

The Director of Relationship Events is responsible for the implementation of the Northern California Bright Night Gala and its wrap-around event to meet or exceed the budgeted goal through volunteer recruitment and engagement as well as through corporate development. This position will be responsible for fundraising the \$1 million Gala event as well as assisting with the growth and management of other corporate development initiatives per the discretion of the Chief Development Officer.

Measurable outcomes for this position include; driving volunteer and corporate engagement and revenue growth as identified in the strategic plan. This is a full-time position that reports to the Chapter's Chief Development Officer and is based in the San Jose, California office.

Title: Director, Relationship Events

Position Location: San Jose, CA

Status: Full Time, exempt

Position Grade: 409

Starting Salary range: \$110,000 - \$120,000, \$10,000 sign on bonus, plus our amazing benefits!

Reports To: Chief Development Officer

Relationship Events

Essential Duties and Responsibilities:

- Responsible for all aspects of the Chapter's Gala and wrap around event.
- Responsible for high level volunteer recruitment, training, coaching, and management resulting in the attainment of revenue and volunteer engagement goals
- Build relationships with key volunteers, participants, sponsors and community leaders as well as existing and new corporate partners
- Responsible for managing all financial aspects of the sponsor and donor fulfillment.
- Prospect, cultivate and steward Gala sponsors and donors to achieve development goals through volunteer networks
- Maintain year-round relationships with key corporate sponsors, donors and volunteers to ensure involvement in all relevant chapter activities and recognition opportunities
- Work with the volunteer planning committee to organize outreach activities that promote the Alzheimer's Association mission, including community presentations and corporate engagement opportunities
- Ensure Alzheimer Association's standards are being followed
- Responsible for other duties as assigned
- Actively participate in learning opportunities for professional growth and self-improvement

Knowledge, Skills & Abilities

- Goal and detailed oriented, with strong organizational, analytical, and planning skills
- Demonstrated excellent interpersonal, communication (verbal and written), and presentation skills
- Adaptive and flexible with an ability to prioritize and manage multiple tasks and a variety of demands
- Ability to take initiative, and to work independently as well as in a team

Minimum Requirements

- Bachelor's degree or equivalent experience
- 5-7 years of proven experience in corporate fundraising and relationship building, recruiting and mobilizing volunteers to achieve goals
- Demonstrated ability to form and develop relationships and partnerships
- 5-7 years of experience in galas/special events required with proven success in, special event fundraising or related activities; strong volunteer management experience essential
- Ability to lift up to 25 lbs.

Who We Are:

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 1,900 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 develop the disease in the future. Read on to learn more about the role, then visit our website www.alz.org/jobs to explore who we are and why we've been recognized as a Best Place to Work for the last twelve years in a row.

At the Alzheimer's Association®, we believe that diverse perspectives are critical to achieving health equity - meaning that all communities have a fair and just opportunity for early diagnosis and access to risk reduction and quality care. The Association is committed to engaging underrepresented and underserved communities and responding with resources and education to address the disproportionate impact of Alzheimer's and dementia.

The Alzheimer's Association is committed to diversity, equity and inclusion in the workplace and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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, long term care insurance, tuition reimbursement, generous Paid Time Off, 12 annual holidays and Paid Family Leave, as well as an annual Cultural & Heritage Day and Volunteer Day of their choosing. They are also eligible for our gold standard 401(k) retirement plan.

Full time employees (37.5 hours/week), will enjoy all of the above plus an annual School Visitation Day and an Elder Care Facility Day of their choosing.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

[Alzheimer's Association](#)

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