



RESPIRATORY HEALTH ASSOCIATION®

Job Title: Manager, Special Events	Status: Exempt
Reports to: Senior Director Special Events	Salary Range: \$47,000-\$51,500
Starting Date: September 16, 2021	Date Reviewed: 8/5/2021

Overview:

Respiratory Health Association is a 501 (c) 3 lung health charity based in Chicago. We believe in a future free of lung disease, including COVID-19, lung cancer, asthma, and COPD. A world with clean air, where everyone breathes easier. To achieve that goal, we collaborate with researchers in a relentless pursuit of new treatments and cures. We empower adults and children by teaching them skills to manage their health. We work with lawmakers to craft innovative policies that promote healthy communities, reduce tobacco use, protect our environment, and build a more sustainable future.

The Special Fundraising Events team at RHA, producers of the Hustle Chicago® Stair Climb, the CowaLUNGa Charity Bike Tour, and the Lung Power running and walking team, are seeking a manager to join our team. In this position, you will provide administrative, project and event support for our fundraising events. The ideal candidate will have a strong work ethic. This position requires outstanding organization skills, attention to detail and the ability to work both independently and with other RHA colleagues and event participants. Flexibility and an ability to multi-task are essential in a special events environment.

Key Responsibilities:

- Manages one or more of RHA's special fundraising events including the following tasks:
 - Prepares event revenue and budget plans for approval by the Senior Director, Special Events.
 - Prepares event marketing plan in conjunction with the Senior Director, Special Events and the Association's marketing team.
 - Anticipates the resources needed for the event including volunteers, supplies, vendors, sponsors, permits, transportation, etc.
 - Ensures the event runs smoothly.
- Serves as one of the team members who will be responsible for the cultivation and fundraising stewardship of special events participants and provides assistance to participants in establishing and meeting their personal fundraising goals.
- Serves as a team member for RHA's other special events and participate in the preparation for and execution of all other events, with an emphasis on the management of Lung Power Team in conjunction with Chicago Marathon.
- Prospects and manages corporate team recruitment and relationship building.
- Prospects and contributes in securing corporate event sponsors and in-kind donations.
- Carries out special event projects as assigned by the Senior Director, Special Events.
- Other duties as assigned.

Qualifications:

- • Bachelor's degree and minimum 5 years' experience in event logistics with a proven track record in fundraising. Experience and knowledge related to the Chicago Marathon and the running community a plus.

Requirements:

- Must be able to occasionally move about inside the office to access file cabinets, office machinery, etc.; remain in a stationary position 50% of the time; operate a computer and other office machinery such as a calculator, copy machine and printer, etc.; lift and/or move up to 50 pounds.

Other Requirements:

- Attend all events and related event activities.
- Must be able to work/attend events that involve weekends and evenings.

To apply: Email résumé, cover letter, and a writing sample by August 20, 2021 to jobs@resphealth.org. Incomplete applications will not be considered.

Please note: Respiratory Health Association 501(c)3 is fully committed to equal opportunity employment in accordance with applicable laws and regulations and is an Equal Opportunity employer.

The Association does not hire persons who smoke or vape and forbids smoking in the workplace.

RHA requires its employees to be fully vaccinated against Covid-19, a respiratory virus, unless a reasonable accommodation is required by law.