

**The ALS Association Texas Chapter**  
**JOB DESCRIPTION:**

**Position:** Senior Regional Development Manager

**Purpose:** Maximize fundraising in Dallas-Fort Worth and other areas assigned to help The ALS Association deliver its mission in North Texas.

**Reports to:** Director of Development

**Responsibilities:** Manage all fundraising opportunities in DFW and other areas assigned, including:

- Walk to Defeat ALS (Dallas and Fort Worth)
  - o Manage all aspects of two major peer-to-peer fundraising events with a combined goal of approximately \$350,000.
  - o Recruit, solicit, and steward corporate support (sponsors and teams)
  - o Recruit and retain team captains and participants through regular, meaningful contacts throughout year.
  - o Manage expense budget expectations.
  - o Recruit and manage a volunteer committee to help with all event aspects.
- ALS Bowling Classic (Grapevine)
  - o Manage all aspects of a celebrity bowling event with a fundraising goal of \$50,000.
  - o Recruit and retain corporate sponsors and bowling teams
  - o Manage volunteer event committee to help with all event aspects including fundraising
  - o Manage expense budget expectations
- Cultivation and Stewardship Plan
  - o Meet all donor stewardship expectations throughout the year.
  - o Collaborate with senior staff to cultivate volunteers, event participants and donors to larger roles within the organization.
  - o Document meaningful engagements in database and communicate cultivation strategies with chapter leadership.
- Support other chapter events as need
- Other duties as assigned

**Qualifications:**

- College degree or equivalent work experience preferred. 2-3 years of fundraising experience including peer-to-peer fundraising.
- Proven success working in fast paced environment with multiple, shifting priorities.
- Maintain a polished professional demeanor, excellent interpersonal skills in dealing with all staff, Board members, donors, private corporations and/or public offices. Excellent organizational and time management skills are essential.
- Successful track record in fundraising, including budgeting for and executing special events and membership campaigns.
- Volunteer management experience required
- Commitment to accuracy, excellent attention to detail, highly efficient and conscientious about thorough follow-up. Impeccable spelling, grammar, punctuation skills.
- Skilled communicator, with superior interpersonal, verbal and written skills
- Working knowledge of nonprofit fiscal management, including fund accounting and budgeting.
- Ability to work under and comply with continuous & multiple deadlines and evolving priorities.
- Organizational skills and knowledge of MS Office.
- Experience in Luminate Online or other event management platforms required
- Some travel required.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel: 20-30%. It is expected that the position will have regular travel as required for chapter business. Majority of travel will be by automobile; however, other modes of transportation may be necessary to attend chapter events, The ALS Association national events, and other business-related travel.
- While performing the duties of this job, the employee is regularly required to sit, use hands, handle objects, talk and listen. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and /or move up to 20 pounds, infrequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**How to Apply:**

To apply for this position, please send resume with cover letter to <mailto:greg@alstexas.org>.