

Asthma and Allergy Foundation of America – St. Louis Chapter

Position: Special Events & Communications Manager

Reports To: Executive Director

Position Summary: Responsible for Special Events, general communications of organization

Primary Duties:

Plan, organize, implement and evaluate three annual Special Events. Current major events include The Orchid Ball, Golf Classic and Trivia Night. Responsibilities include but are not limited to:

Special Events:

- Assisting in the creation of annual events' budgets
- Compiling and managing communication and relationships with event committees
- Coordinating committee meetings, i.e. notices, agendas, minutes
- Securing event venues, negotiating contracts (with assistance if necessary), serving as liaison to venue representatives
- Securing printers, graphic arts design
- Identifying and securing sources of in-kind revenue (i.e. beer, wine, photography, etc.)
- Creating and maintaining event databases
- Tracking revenue
- Overseeing the securing of auction items
- Overseeing and coordinating the event program book including ads, auction descriptions, etc.
- Securing event speakers and writing event scripts for them
- Overseeing of post-event evaluation
- Securing media coverage of the event
- Serving as point person on event day

Communications:

- Assist in writing and sending press releases for the Foundation
- Produce a biannual newsletter for donors
- Keep social media profiles current
- Assist in the development of marketing pieces including brochures, public service announcements, press kits, videos when necessary
- Produce a monthly report of activities for the Development Report of the Board Packet
- Serve as a spokesperson for the Foundation as needed

Other Duties:

- Attend Board Meetings
- Participate in the Old Newsboy's Day event which is held in November
- Perform other related duties and responsibilities as assigned by Executive Director

Qualifications:

- Bachelor's degree or equivalent experience
- 1-3 years of event fundraising experience
- Excellent written and verbal communication skills
- Proficient in the Windows Suite; database experience preferred

To apply for this position, qualified applicants should e-mail their cover letter and resume to aafa@aafastl.org

Please, NO PHONE CALLS regarding this position.

*For further information regarding our organization, please visit our **website at [AAFASSTL > Home](#)***