



Special Events & Committees Manager

Do you believe everyone should have quality health care?

Do you enjoy planning events and inspiring volunteers?

Are you a detail-oriented people person?

The Special Events & Committees Manager role at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a full-time Special Events & Committees Manager. Under the supervision of the Director of External Affairs, the Development Manager will be responsible for revenue generation through strategizing, planning, and best-practice execution of targeted fundraising events/initiatives. This position will lead the effort to continue the All In Chicago campaign, which incorporates thought leadership, fundraising, donor engagement, and awareness around the concept of access to health care for all through a series of educational and networking events. Other responsibilities include, but are not limited to, acting as chief staff liaison to the Associate Board, running the annual peer-to-peer online fundraising campaign, and stewarding Student-Run Clinic or other third-party fundraising.

Responsibilities

Fundraising:

- Achieve event fundraising goals through corporate sponsorship, individual sponsorship, ticket sales, open appeals, and other event fundraising activities (e.g., raffle).
- Steward relationships and manage donor/funder portfolio composed of both corporate sponsors and individual attendees/participants.
- Lead all strategy, planning, and implementation of the annual peer-to-peer online fundraising campaign to achieve initiative fundraising goal.
- Serve as chief fundraising liaison and provide staff support to Student-Run Clinics and other third-party fundraisers.

Committee & Volunteer Management:

- Act as Associate Board (AB) liaison:
 - Maintain effective relationships with members.
 - Staff bi-monthly AB meetings.
 - Work with AB leadership to ensure completion of projects and new member recruitment/orientation.
 - Provide ongoing staff support of all AB activities.
- Recruit key community/business leaders to serve on All In Chicago volunteer committees.
- Convene multiple event committees to meet event goals.
- Recruit speakers and community partners to develop programming for events.

- Conduct effective networking, relationship building, inspirational communications, and recognition to successfully steward volunteers.

Administration

- Manage all planning and logistical needs for the successful execution of in-person and/or virtual events.
- Manage event expense and revenue budgets (including monthly revenue reporting and forecasting).
- Create (in collaboration with graphic design team) and execute all communication efforts related to special events.
- Lead donor recognition as it relates to special events, including but not limited to fulfillment of sponsor benefits, website or social media posts, program ads, awards, etc.

Qualifications

- Relevant work experience, specifically event planning and project management, with a demonstrable record of success
- Superior oral/written communication skills and excellent interpersonal skills
- Superb relationship-building, networking, communication, and follow through skills
- Strong organizational and time management skills required, with outstanding attention to detail
- Proactive and creative problem-solving skills
- Proficiency with Microsoft Office (including Word, Excel, Powerpoint, and Outlook) required; website management, social media, and design experience are a plus
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The starting salary range for this position is \$52,000-57,000 dependent upon experience.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: lstarr@communityhealth.org

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

NOTE: All employees are required to be fully vaccinated against COVID-19 and boosted when eligible as a condition of employment (or must obtain approval of a medical or religious exemption prior to start date).

About CommunityHealth

Founded in 1993, CommunityHealth is one of the largest volunteer-based health centers in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured and underinsured adults in Chicago. [Visit our website to learn more!](#)