



TITLE: Manager, Community Outreach (DIY Events)

REPORTS TO: VP, Community Outreach

OFFICE LOCATION: Remote, anywhere in the U.S. (Hybrid opportunity also available for resident of Southern or Northern California.)

STATUS: Full- Time, non-exempt, 40 hours per week

PAY RANGE, DOE: \$26.44-29.81/hour

GENERAL DESCRIPTION:

The ALS Network is seeking a driven, entrepreneurial peer-to-peer fundraising professional to launch and grow a rewarding new role in our events team. The Manager, Community Outreach will lead the ALS Network’s expanding “Create a Fundraiser” (DIY) program, empowering grassroots supporters around the world to turn their passions into purpose. From well-established endurance challenges like local runs, major marathons, rides, and triathlons to creative community events, celebrations, and campaigns, the Manager will help individuals and teams achieve their goals and bring meaningful fundraising ideas to life while advancing mission priorities.

ALS Network exists to support people living with amyotrophic lateral sclerosis (ALS) and their loved ones through compassionate care, meaningful connection, and trusted resources. We partner with the ALS community to improve quality of life today while advancing advocacy efforts that elevate urgent needs, influence policy, and expand access to care, while driving the discovery of prevention strategies, treatments, and cures for tomorrow. Our work is rooted in the belief that no one should face ALS alone.

Under the direction and guidance of the VP, Community Outreach and the Director of Peer-to-Peer Engagement, the Manager, Community Outreach will serve as Team Captain, Fundraising Coach, Logistics Coordinator, Community Liaison, Resource Provider, and Advocate for organizers and participants in activities such as the Los Angeles Marathon, New York City Marathon, Running Bitcoin Challenge, Run for Hal, Falmouth Road Race, Catalina Classic Paddle Race, Dance to D’Feet ALS, Meet Me at Murphy’s concert, and more. *Viable candidates will have peer-to-peer fundraising experience for organized events such as walks, runs, rides or similar, and will work closely with their supervisor, volunteers, and colleagues to help ensure the program is on track to meet its fundraising and recruitment goals.* The Manager will also assist the Community Outreach team with regional wraparound fundraisers connected to the ALS Network’s extensive portfolio of legacy walks, runs, and rides.

Opportunities for professional development and upward mobility abound.



ESSENTIAL JOB RESPONSIBILITIES

PLANNING + TRAINING + MANAGEMENT

In collaboration with the VP, Community Outreach, the Director of Peer-to-Peer Engagement, and other colleagues, you will develop fundraising and logistics plans for the ALS Network's "Create a Fundraiser" DIY program, including setting budgets and goals, securing permits and insurance, acquiring race bibs, reserving expo space, and more. When applicable, you will train and supervise other members of the Community Outreach staff, volunteers, and interns, and work to ensure fundraising goals are met.

RECRUITMENT + CULTIVATION + STEWARDSHIP

You will be responsible for cultivating and stewarding relationships with event organizers and key constituents in support of program goals. You will recruit and retain Friends and Family and Corporate Teams and participants. You'll work closely with sponsors, team captains and participants to develop their personal and team fundraising plans by mentoring, coaching, equipping, and encouraging their fundraising efforts.

CORPORATE PARTNERSHIP

You will contribute to the ALS Network's corporate partnership initiatives with the support of the Director of Peer-to-Peer Engagement, Director of Corporate Engagement, ALS Network leadership, and colleagues, including prospecting, cultivation, developing custom proposals, securing commitments, stewardship and retention.

VOLUNTEER MANAGEMENT

You will lead, direct, and manage fundraising and logistics committees for DIY events as needed. You will recruit, empower, and mobilize volunteers to join and support "Create a Fundraiser" activities.

MARKETING AND COMMUNICATIONS

You will collaborate with marketing and programs staff on all marketing and communications plans, including but not limited to participant recruitment and engagement and media relations.

BUDGET MANAGEMENT AND STRATEGIC PLANNING

You'll be responsible for managing DIY program revenue and expense budgets and ensuring targets are achieved. In addition, you'll be involved in co-developing and implementing strategic plans for the program that will enhance revenue growth for our mission. You'll analyze and report on event data on a regular basis and redefine strategies as necessary.

OTHER

- Represent the ALS Network as needed and directed at miscellaneous awareness events and tabling opportunities in the communities we serve.
- Assist colleagues with Endure to Cure ALS, Walk & Roll to Cure ALS, and social events as needed and directed, especially during event weeks. (Remotely and/or in-person)
- Ensure smooth integration of ALS Network standards and guidelines.



- Attend ALS Network events and meetings as required.
- The employee must be able to complete effective work remotely and in the field. (If the hired candidate lives in Los Angeles or the Bay Area, they will also have access to our local office space as needed.)
- Collaborate very closely with others in the Care Services, Marketing & Communications, and Development departments to support and grow the ALS Network's effectiveness in fundraising and mission activities.
- Perform other duties as assigned in support of the ALS Network's mission and fundraising goals.

DESIRED BACKGROUND/SKILLS/KNOWLEDGE:

- Bachelor's degree and/or a minimum of three years' experience in non-profit agency operations, specifically in peer-to-peer or social fundraising events.
- A minimum of three years' experience with event production and management, volunteer development and management, public relations, donor cultivation and relations, corporate sponsor cultivation and relations.
- Excellent writing skills.
- Marketing and communications experience considered a plus.
- Ability to manage large numbers of volunteers at different levels of expertise.
 - Cultivating volunteer and donor relationships
 - Increasing team participation
 - Training event volunteers
- Proven history of achieving revenue goals.
- Strong organizational skills.
- Able to work independently as well as part of a team in a fast-paced, deadline-oriented environment.
- Must effectively respond to constantly changing priorities and proactively resolve problems/conflicts as they arise; the ability to "think on one's feet" is critically important.
- Must exercise good judgment in prioritizing the scheduling of events; must know when to seek input from supervisor.
- Strong follow-up and follow-through required.
- Must be comfortable speaking on the phone with constituents.
- Able to maintain a high level of integrity and confidentiality in working with sensitive, confidential records and information.
- Proficiency with a variety of computer programs in a Windows and Google Workspace environment.
- Ability to train on and use various donor and participant databases as needed, such as Haku, Luminate Online, Race Roster, Raisers Edge NXT, and others.
- Experience using Adobe Creative Suite, Canva or similar graphics software a plus.
- Insured driver with access to an insured vehicle, as frequent travel will be required
- Ability and willingness to fly to various destinations throughout the country as needed and work away from home during event weeks.
- Detail-oriented, efficient, and able to multitask.



WORKING CONDITIONS:

- Remote, anywhere in the U.S. (Hybrid opportunity also available for resident of Southern or Northern California.)
- Occasional evening or weekend hours for events and meetings.

PHYSICAL REQUIREMENTS:

- Moderate and occasional lifting, pushing, pulling or exerting force of up to 25 pounds.
- Regular sitting and standing associated with a normal office environment.
- Regular reaching with hands and arms.
- Occasional need to stoop, kneel, or crouch.

TRAVEL:

- Occasional travel is required.

DISCLAIMER:

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. ALS Network reserves the right to modify this position at any time, with or without notice.

ALS Network is an Equal Opportunity Employer committed to building a diverse and inclusive workforce. All qualified applicants will receive consideration for employment without regard to any characteristic protected by applicable law.

TO APPLY:

Interested candidates should submit **a cover letter and resume** to agarfinkel@alsnetwork.org with "Manager, Community Outreach" in the subject line.

No phone calls, please.