



Support Services/Events Manager

Do you want to make a huge difference in the number one cause of death and disability for most age groups? Do you want to join an organization that is a national leader? The Brain Injury Alliance of Washington is the statewide organization working to prevent all preventable brain injuries, providing services and support to individuals living with a Brain Injury, their family members, and caregivers. The Brain Injury Alliance of Washington is seeking a full-time Support Services/Events Manager to manage our calendar of events and be a key player in our Trust Services Program. Activities will include planning and implementing fundraising and support service events, collaborate on marketing campaigns, gift entry, database reporting, and coordinating volunteers. You will also be the main liaison for on boarding and ongoing client services for our Pooled Alliance Community Trusts. This position works closely with the Development and Marketing Manager, Executive Director, and Committee Members. This person must have a "can-do" attitude, with an outgoing personality, positive attitude, talent for organization and ability to execute events and tasks with minimal supervision. Exceptional organization, accuracy and flexibility are required. Must interact well with staff, Board, donors and most importantly, those we serve.

The BIAWA is committed to diversity and encourages all to apply.

Minimum Qualifications:

- BA or BS preferred.
- At least four (4+) years of event planning or development experience.
- At least four (4+) years database management experience.
- Acumen for numbers, including budgeting.
- Must be computer literate with all Microsoft Office Applications. Proficient/Experienced with Microsoft Excel.
- Must be proficient in database management, data manipulation, and data summarizing.
- Experience with CRM Software required (Salesforce Nonprofit Success Package a plus).
- Experience with volunteer coordination and engagement.
- Experience in development and implementation of large-scale fund development events.
- Ability to work well either independently or as part of a team.
- Good analytical and problem-solving skills.

- Must be able to work some weeknights and weekends.
- While performing the duties of this job, the employee is regularly required to walk, stand, stoop, kneel and lift up to 25lb on a continuous basis.
- Must have a vehicle, valid driver's license and insurance coverage.
- Must be up-to-date on all vaccinations.

Duties:

- Lead the planning, organizing, and implementation of all fundraising and support service events including the Brain Injury Gala, Walk, Run & Roll, Brain Injury Golf Tournament, Brain Injury Month Event and any additional fundraising events + Coordination of Community Support Service events.
- Manage fund development database using Salesforce - including gift entry, report queries, receipting of all donations.
- Manage Trumba (website) Calendar of Social + Fund Events.
- Manage, track, and send donor acknowledgements.
- Collaborate direct marketing, including print and email.
- Coordinate volunteer program for a number of events/on-site activities.
- Set up and coordinate meetings for event committees/teams.
- Create process and program templates and timelines to standardize and to increase program efficiencies.
- Interact with clients, vendors, and visitors.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Comfort engaging diverse stakeholders including donors, partner organizations/government representatives, and the community.
- Support client/beneficiary onboarding to our Pooled Trust.
- Work directly with beneficiaries and their families to explain and guide through the enrollment process for our Pooled Trust.
- Ability to work occasional weekends and evenings as needed.
- Other duties as assigned by Executive Director.

This is a full-time position: 40 hours a week, benefits including medical/dental and retirement. Located in Seattle (hybrid, with in office time required).

Salary Range - \$57,500-\$61,000

Send cover letter and resume to; Paulined@biawa.org or mail to PO Box 3044, Seattle, WA 98114. We will respond only to those chosen for an interview. Thank you for your consideration.

www.biawa.org Position Open Until Filled; No phone calls