



Events and Business Partnerships Manager

Breast Cancer Action (BCAction) seeks to hire a part-time Events and Business Partnership Manager. The Events and Business Partnerships Manager is responsible for supporting all fundraising events as well as developing and launching a business partnership program. This position assists in ensuring that all BCAction events, whether hosted by the organization or a third-party, uphold BCAction's corporate contributions policy and is aligned with BCAction's mission and politics. The Events and Business Partnerships Manager reports to the Development Director.

BCAction is a national education and advocacy non-profit whose mission is to carry the voices of people affected by breast cancer to inspire and compel the changes necessary to end the breast cancer epidemic. As a matter of policy we don't take contributions from any corporation that profits from or contributes to cancer. This policy allows us to put patients before profits. BCAction is located in San Francisco and has an annual budget of \$825,000. For more information, please visit www.bcaction.org or www.thinkbeforeyoupink.org.

Duties and Responsibilities

- **Plan, lead and implement BCAction hosted fundraisers:**
 - Three hosted Fundraisers are planned in the 2011-2012 fiscal year.
 - Manage all event logistics including creating an event plan and timeline
 - Successfully manage all logistics for a ticketed event with a VIP reception and live and/or silent auction
 - Secure special guests and/or speakers for event
 - Prepare and manage income and expense budgets
 - Determine target market for each event and research guests, create hot lists
 - Track RSVPs, acknowledge guests, and update appropriate parties
 - Coordinate follow-up to guests and non-attendees
- **Support all third-party fundraising events, including:**
 - 20+ house parties/year throughout the US
 - All additional fundraisers, as conceived by BCAction members
 - Develop a house party toolkit for third-party hosts
 - Support peer-to-peer online giving campaigns
- **Work with Communications staff to develop a marketing and promotions plan for all events including:**
 - Event invitations (snail and electronic)
 - Social media advertisements
 - Sponsorship recognition
 - Collateral materials and signage for events
 - Talking points for event speakers
- **Develop and execute a business partnership program including:**
 - Sponsorship benefits package for each event
 - Developing and cultivating a list of leads
 - Developing and implementing a recruitment strategy
 - Successfully soliciting corporate sponsors
- **Other Development Responsibilities:**
 - Play an active role on the Development team, keeping the strategic goals of the organization in mind at all times
 - Develop a BCAction events manual
 - Management of volunteers related to events
 - Meet or exceed budget goals for corporate sponsorship and events.

Qualifications:

- Thorough knowledge of fundraising strategy, especially how events fit into overall donor plan.
- Ability to work independently and in a team environment in partnership with colleagues.
- Demonstrated success in managing multiple, simultaneous projects and timelines.
- Strong interpersonal, organizational and analytical skills. Attention to detail a must!
- Efficient and able to self-manage high-volume workload in half time position.
- Excellent communicator, able to articulate areas of support needed, negotiate with supervisor, and ability to articulate with confidence BCAction's program priorities written and verbally.
- Ability to develop and manage budgets, comfort in responding to financial questions.
- Competence in working with databases (a knowledge of Donor Perfect a plus!), word processing, and spreadsheet functions.
- Ability to recruit and motivate volunteer leaders.
- Creative, outside the box thinker
- Flexibility in work hours and periodic availability evenings and weekends.

Experience:

- Minimum 3 years development experience in not-for-profit environment
- Minimum 3 years of special events experience which includes managing fundraising events targeting 5-figure sales
- Minimum 3 years of securing business partnerships and in-kind auction gifts for events.
- Experience working with high level volunteers and social leaders

To be successful as a member of the BCAction team, you should also:

- Have a passion for BCAction's mission and work
- Have a sense of humor, even under stress
- Have a very high level of personal and professional integrity

TO APPLY:

Please email your resume, cover letter describing interest in and qualifications for the position to info@bcaction.org. The subject line for your email should be "Events and Business Partnerships Manager." No phone calls please.

Breast Cancer Action is committed to equal opportunity in employment and does not discriminate on the basis of race, color, sexual orientation, religion, national origin, sex, gender, age, disability, citizenship or veteran status as provided by law.