

Assistant Director, Special Events Alzheimer's Drug Discovery Foundation

The mission of the Alzheimer's Drug Discovery Foundation (ADDF, www.AlzDiscovery.org) is to accelerate the discovery of drugs to prevent, treat and cure Alzheimer's disease, related dementias and cognitive aging. Founded in 1998 by Leonard and Ronald Lauder, the ADDF awards grants to leading scientists conducting breakthrough drug research.

We have granted more than \$51 million to drug development, funding over 370 Alzheimer's drug research programs and clinical trials in academic centers and biotechnology companies in 18 countries.

Assistant Director, Special Events (ADSE) Position

This position offers a wonderful opportunity for a seasoned event professional to join a growing organization. This experienced planner will be responsible for the coordination and execution of all the ADDF's local and national events, from small/mid-size cultivation events to large black-tie galas with society and celebrity personalities. The ideal candidate will be a highly organized, effective project manager who will oversee all event logistics as well as committee, donor and corporate sponsor relations. Previous event experience in a non-profit setting is preferred. This position reports to the Executive Vice President and manages a Development Assistant for Special Events, interns, volunteers, and outside consultants.

Responsibilities:

I. Event Logistics:

- Prepare and manage timelines for all events
- Generate and monitor detailed budgets to provide cost effective, high quality programs
- Develop and disseminate detailed event information internally and externally, including the production of all event-related collateral including invitations, programs, journals, etc.
- Identify, cultivate, and manage relations with external resources for events and marketing including venues, printers, fulfillment, AV, graphic design, caterers, photographers, etc. This includes negotiating prices and contracts, communicating event strategy and quality standards, and timely job completion
- Participate in selection of guest speakers and manage related communications
- Manage day-of event details including staff/volunteer assignments, load-in and out, venue set-up, speaker's requests, audio-visual, florists, display, photographers, video, etc.
- Coordinate debriefing sessions directly following events to record necessary improvements for future events

II. Donor and Corporate Relations:

- Create and maintain effective relationships with key leadership positions including event chairs, co-chairs and honorees
- Actively administer formation of committees through appropriate methods of solicitation and effective stewardship
- Facilitate corporate outreach for event sponsorship and in-kind donations

Qualifications:

- 5-6 years experience in event planning
- Proven track record of planning and managing successful fundraising events
- Excellent verbal and written communications and interpersonal skills required
- Demonstrated capacity as an organized, detail-oriented project manager, team player, and multi-tasker
- Familiarity with New York City events industry
- Ability to exercise good judgment, be a high energy team member, and demonstrate initiative
- Knowledge of Raiser's Edge a plus

Salary will be commensurate with experience, and an excellent benefits package is offered including 401K.

Please send a cover letter and resume including salary requirements to:

Email (hr@alzdiscovery.org) or Fax (212.901.8010).

No phone calls, please, and only resumes with accompanying cover letters will be considered