



Director, Events & Development

Location: Remote

Type: Full-time, Exempt

Work Schedule: Monday - Friday, 9 a.m.- 5p.m. ET

This position requires travel and work on weekends.

Who We Are

NPF's Mission

Founded in 1995 by Jane Holt and Patter Birsic, The National Pancreas Foundation is the only organization that provides hope for those suffering from all forms of pancreatic disease including acute pancreatitis, chronic pancreatitis, and pancreatic cancer. We achieve this through funding cutting edge research, advocating for new and better therapies, and providing support and education for patients, caregivers, and health care professionals.

What You Will Do

This leader will work closely with the Executive Director and direct report, Volunteer & Development Coordinator, to lead the Development Department. The Development team will be responsible for special event revenues, peer to peer revenues and chapter management (volunteer engagement and donor pipeline).

Responsibilities include but are not limited to:

40% Department Leadership and Management:

- In partnership with Executive Director, develop budgets, including projected and final expenses and income- targeting major gift donor pipeline
- Lead stewardship, cultivation, communication, and fundraising for the NPF Signature event portfolio and reach/exceed a \$1 million fundraising goal.
- Supervise and provide guidance to the Development Coordinator, ensuring alignment with NPF's fundraising goals and strategies.
- Foster a collaborative and supportive environment for the team, ensuring consistent communication and efficient workflow across fundraising initiatives.
- Ensure the Coordinator is supported in building relationships with NPF National Chapters and volunteers, and help drive engagement and participation in NPF events.
- Ensure consistent tracking, reporting, and analysis of fundraising performance metrics for peer-to-peer events and chapter activities.
- Provide ongoing coaching and feedback to the Coordinator to foster professional development and achieve high-performance standards.

30% Development/Board and Volunteer Engagement:

- Work with the Director, Strategic Partnerships and Development Committee on identifying volunteers to assist with fundraising events.
- Nurture and grow major donor partnerships with the Director of Strategic Partnerships
- Identify potential volunteers for local event committees in each gala/cocktail party location.

- Coach key stakeholders on how to leverage resources for fundraising and secure both live and silent auction items
- Engage with, and motivate, Board of Directors, honorees, COEs, and committee to participate in events in a personally meaningful way.

30% Event Administration

- Manage and maintain event planning resources including event trackers, timelines, honoree trackers, financial tracking, and auction trackers.
- Negotiate vendor quotes and contracts including entertainment, food and beverage, décor, and security
- Secure approval of all contracts from legal and NPF Executive Director
- Contact all awardees to encourage strong financial support of the event, providing sample letters and emails to send to colleagues and family members
- Coordinate with Marketing regarding the content calendar schedule for website, social media, and eBlasts announcements
- Organize and execute NPF fundraising events including, but not limited to, annual regional major high wealth events and awards ceremonies, in partnership with Volunteer & Development Coordinator.
- Additional revenues streams through managing the coordinator: NPF's flagship patient-focused national fundraiser, PancreasBowl, peer to peer fundraising, marathons and DIY community events
- Execute the details and logistics of events including but not limited to: registration, guest lists, invitations, floor plans, seating arrangements, signage, programs, A/V and décor

How You'll Succeed

With a focus on galas and special events in across the U.S. in major cities such as NYC, Boston, Chicago, Pittsburgh, and Washington DC, the Director, Events and Development plays a significant role in generating revenue for existing programming and building support for NPF's expansion efforts. The incumbent reports to the Executive Director, has one direct report, and will:

- Anticipate project needs, discern work priorities, and meet deadlines;
- Be passionate about event management;
- Provide outstanding communication to vendors, event attendees, board members, and volunteers;
- Build strong and positive relationships with volunteer, donors and event partners;
- Manage budgets, negotiate with vendors, and prepare communications efficiently;
- Accomplish projects independently;
- Use discretion in interactions with donors, prospects, volunteers and boards;
- Oversee the planning, organization and coordination of activities and special events and projects;
- Perform other duties as required or assigned;
- Lead, mentor, and support your direct report to achieve fundraising and engagement goals across multiple programs and initiatives;
- Continue to anticipate project needs, manage priorities, and meet deadlines while overseeing a growing team and expanding program scope;
- Ensure effective collaboration between departments to meet NPF's objectives;

What We Are Looking For

- Bachelor's degree in related field;
- 5+ years' experience coordinating large special events;
- 5+ years in nonprofit event-based fundraising

- 3+ years People and volunteer management.
- Superior negotiation skills including, but not limited, to contracts
- Excellent verbal and written communication skills;
- Excellent attention to detail and organizational skills;
- Proficient with donor systems including GiveSmart, Bloomerang, CRM, Microsoft Office, Teams, Zoom, Canva;
- Ability to travel up to 25% of the time and work event-related evenings and weekends.

Where You'll Be

This position is remote. Must have a home office setup, strong Internet connection and mobile phone. Physical demands include standing, walking, and/or sitting for extended periods of time, conducting virtual meetings and communicating with others, and the ability to move supplies or equipment up to 20 pounds occasionally. Some travel required.

What We Offer

- Competitive salary
- Paid Time Off, starting at 13 days/104 hours for full-time employees
- 11 Paid Holidays, including New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Thanksgiving Day, the day after Thanksgiving Day, and the week between Christmas and New Year's Day
- Medical, dental and vision benefit plans
- IRA retirement program, with a company match
- Monthly work from home stipend of \$100/mo.
- Initial work from home setup stipend of \$500

NPF is an equal opportunity employer. We will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender, gender identity, genetics, national or ethnic origin, race, religion, sexual orientation, or veteran status.