

Title: **NATIONAL DIRECTOR, PFF WALK**

Reports To: **SR. DIRECTOR, DEVELOPMENT**

Location: CHICAGO, IL

Status: Full-Time, Exempt Position

Travel Requirements: Frequent travel expected to effectively build relationships, support key PFF events and grow individual support for the Foundation nationally.

Primary Function: The National Director, PFF Walk is a contributing member of the development leadership team of the Pulmonary Fibrosis Foundation. The Director is accountable for the strategy, expansion, direction, and successful income growth for the PFF Walk program. This person will manage the Coordinator, PFF Walk and will work with the Director of Development & Special Events on shared projects for interns. The Director will work closely with events team staff, senior staff leadership, the Board, and other volunteers to build and implement effective strategies that will lead to beneficial long-term relationships and significant revenue through the PFF Walk program.

Essential Functions/Duties:

- Responsible for the budget management, revenue growth, and overall event development of the PFF Walk program (\$850,000 gross in FY 19/20). This includes consulting on event logistics, volunteer management, and marketing, and leading the charge for budget development & maintenance, cultivating relationships that lead to sponsorship and financial support, and implementing a year-round stewardship plan.
- Manage the Coordinator, PFF Walk and work with the Director of Development & Special Events on co-management of interns as it relates to Walk specific projects.
- Maintain a portfolio of key donors within the Walk program. This includes (but is not limited to) sponsors, priority teams, and Care Center Network representatives.
- Work closely with Coordinator to identify and cultivate teams and individual walkers to ensure success and growth of the program.
- Collaborate with the events team to develop and execute cultivation, stewardship, solicitation/upgrade, and retention strategies for the overall donor portfolio of the all events program areas.
- Identify, recruit, and cultivate new, committee members, chairs, and volunteers.
- Maintain established department/policies, procedures, directives, quality assurance, and safety appropriate to this position
- Adherence to the highest ethical standards
- Other duties as assigned

Position Qualifications:

- Bachelor's Degree Required
- Five + years experience; including development and fundraising
- Ability to handle multiple tasks, prioritize and stay organized to ensure timely and accurate work
- Experience in managing staff strongly preferred
- Strong interpersonal skills (verbal and written) necessary to communicate diplomatically and effectively with volunteers, donors and other staff members, and to provide information requiring courtesy, tact, and confidentiality
- Ability to work independently as well within a team-oriented, fast-paced, environments with rapidly changing priorities
- Broad knowledge of the principles of fundraising
- Experience in donor strategy development, cultivation and stewardship
- Close attention to detail
- Working knowledge of Microsoft Office including Google applications, Word, Excel, and PowerPoint
- Comfort with standard fundraising technology including CRMs, and online donors platforms (Donor Perfect experience a plus)
- High degree of creativity, energy, initiative and innovation
- Customer service oriented
- Strong professional ethics and integrity
- Must be able to travel around the country as necessary
- Must have valid driver's license