



## Job Announcement

### Job Title: Manager of Events and Volunteers

#### About TPAN:

[TPAN](#) saves lives and empowers people living with and affected by HIV and related challenges. We provide services to individuals and families in the Chicago area and deliver information and support across the country through a bi-monthly national magazine, *Positively Aware*. Our mission work includes: HIV testing, primary medical care through an onsite clinic partnership, group and individual mental health services provide by our licensed staff therapists, case management that links our clients to insurance, prescription drug assistance programs and housing, and innovative prevention education programs tailored to those most vulnerable.

#### Job Summary:

The Manager of Events & Volunteers will be responsible for TPAN's fundraising events, including the [TPAN Ride for Life Chicago](#) and [Dining Out For Life Chicago](#) and will oversee a strategy to engage volunteer groups and corporate/community partners and sponsors. This team member will report to and work closely with the Chief Development Officer as well as with TPAN program and administrative colleagues to ensure our overall community engagement and special events advance the goals of TPAN's mission. This position involves event production, promotion, fundraising, recruitment, and volunteer management. This role will be part of a collaborative team that expands our engagement with corporate employee resource groups, new and prospective sponsors, and new prospects who may bring additional resources to our mission. Event-related responsibilities will include overseeing and implementing related social media communications, volunteer technical support and training, and solicitation support for our advocates and volunteers.

The right person for this role will have experience and passion for event planning and production timeline management as well as an aptitude and skill for working with a team to strategically cultivate and expand our partnerships. This position has opportunities for creativity, requires day-to-day management of details, and includes interaction with a small, experienced team in a fast-paced setting.

#### Required Skills or Experience:

- Bachelor's degree, with a minimum of 3-5 years of experience in event management and fundraising and/or business development (non-profit experience preferred)
- Comfort and agility in clearly articulating mission-driven projects with passion, excitement, and a focus on customer/donor/volunteer service
- Experience managing volunteers or external stakeholders (e.g., via committees, boards, or project team) and acting as team lead and coordinator with diverse groups
- Proven ability to successfully handle multiple, concurrent projects, meet production deadlines, develop and manage work plan timelines, and work both independently and collaboratively
- Strong communication skills, creative problem solving, and organizational skills with a demonstrated attention to detail
- Experience with budget & expense management
- Basic proficiency with popular social media platforms

- Flexibility of schedule to staff special events, volunteer meetings, and training events that fall outside the standard M-F weekday/workweek
- Experience managing donor records and/or a prospect database or sales funnel a plus
- Proficiency with Microsoft Office applications
- Cultural competence in working with people of color, the LGBTQ community, and people living with and affected by HIV/AIDS

**How to Apply:**

Please email [resume and cover letter](#) to Lorraine Hayes, Chief Development Officer, at [l.hayes@tpan.com](mailto:l.hayes@tpan.com). No telephone inquiries, please.

The Manager of Events and Volunteers is a full-time, salaried, exempt position. Salary for this role is between \$45,000 and \$53,000 annually. The position will remain open until filled.

TPAN offers a warm, affirming workplace environment and a fast-paced experience with passionate, expert, and inspiring colleagues. TPAN is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our goal is to be a diverse workforce that is representative of the communities we serve.

TPAN makes all hiring and employment decisions without regard to race, color, religion, sex, gender, gender identity, sexual orientation, age, marital status, parental status, disability, HIV status or military service. BIPOC, women, lesbians, gay men, bisexuals, people who identify as transgender or who are gender nonconforming, people living with HIV, persons with disabilities, older individuals and veterans are encouraged to apply.

Our benefits package includes comprehensive health insurance, affordable dental/vision insurance options, 401k with organizational match, paid time off (PTO), summer hours, opt-in Flex Spending Account (FSA), and disability and life insurance.

The purpose of this job description is to signify the general nature and level of work performed by the employee within this function. The responsibilities associated with this job may change or evolve over time in accordance with new projects or strategies. TPAN may assign or reassign duties as deemed necessary by the direct supervisor and management.