



LUNG CANCER INITIATIVE

A NETWORK OF HOPE AND ACTION

Manager of Fundraising Events

Full-Time, Exempt

About Lung Cancer Initiative

As a leading non-profit supporting lung cancer research and education in North Carolina, newly emerging communities in South Carolina and beyond, Lung Cancer Initiative specializes in connecting patients, survivors and loved ones with the medical and research community. Our organization's mission is to advance survivorship and provide support to those affected by lung cancer through research, education and access programs.

Position Summary

The Manager of Fundraising Events will lead the planning, execution, and marketing of LCI's full portfolio of fundraising events across North Carolina, with potential markets growing into South Carolina. This is a hands-on leadership role focused on volunteer and supporter recruitment and detailed event planning and execution which is key to strategic growth of the organization by ultimately driving overall fundraising and supporter engagement. This role also provides direction and support to the part-time Events Coordinator to ensure cohesion and collaboration across events.

Responsibilities

- Lead planning and execution of LCI's signature events to achieve fundraising and attendance targets, including the LUNGe Forward 5K series (Triangle, Charlotte, Triad, and Greenville), the Jodi 5K, the Evening of Hope Gala, Lung Cancer Initiative Golf Classic, and Wilmington networking event
- Manage event budgets, timelines, vendor relationships, volunteer committee relationships and day-of logistics from start to finish
- Lead silent auction strategy for Evening of Hope, including procurement and donor asks
- Maintain accurate event data in OneCause and Bloomerang Fundraising (Qgiv), and oversee the build-out of secure event registration websites
- Develop and lead marketing strategy for each event, coordinating closely with the Marketing Director on messaging and campaigns
- Manage and execute social media and email content calendar for fundraising events, and keep event marketing materials consistent and on-brand
- Maintain LCI's fundraising events listings on LCI's corporate website (WordPress) and support development of blog posts that promote and highlight fundraising events and their impact
- Identify opportunities and coordinate representation for community and tabling events in key markets that ultimately support fundraising events
- Provide day-to-day direction and support to the part-time Events Coordinator
- In collaboration with Program Manager and Chief Advancement Officer, recruit, support and staff volunteer committees for each of LCI's signature events
- Other duties as assigned
- Reports to the Chief Advancement Officer

Qualifications

- 3+ years of experience in event management, nonprofit fundraising or marketing, ideally with supervisory experience
- A track record of planning and executing events across multiple markets or programs
- Comfort with CRM and event platforms; experience with Bloomerang and OneCause is a plus
- Technical and design proficiency with Canva and WordPress
- Professionalism in high-pressure situations
- The highest integrity and sensitivity to confidential business-related information
- Strong project management, budgeting, and vendor negotiation skills
- A warm, clear communication style and a passion for mission-driven work
- Willingness to travel across our NC and SC markets and work occasional evenings and weekends around events

Hours/Shift

- Full-time, hybrid work environment per LCI's Flexplace policies
- Occasional evenings and weekends required
- Occasional travel required (10-20%)

To apply, please email resume to soehler@lungcancerinitiative.org.