Event & Partner Development Extraordinaire

Position Description
The Arizona Medical Association (ArMA) is a professional association for physicians. On behalf of our Arizona physicians, we promote health and wellbeing for all Arizonans. Our close-knit team works collaboratively and diligently to empower physicians, move medicine, and shape care. Alongside advancing healthcare, our team is consistently finding new ways to have fun while forging ahead on the path to stronger healthcare!

Our team is looking for a highly motivated, engaging, effective planner and relationship builder. The Event & Partner Specialist position is critical to achieving organizational strategic priorities and partners with the organization leadership team in developing and implementing these priorities. This position will lead all non-dues revenue efforts as well as manage the planning and logistics of all ArMA events.

Essential Duties and Responsibilities

Event Management

- Lead planning and execution of the ArMA Annual Meeting including logistics management, promotion, educational content, fundraising, ticket sales, and awards dinner. This includes all ancillary activities such as staff updates, committee meetings, awards videos, poster symposiums, workshops, etc.
- In partnership with the advocacy department, manage logistics for the Annual Legislative Reception as well as other advocacy events as needed.
- In partnership with the membership department, plan and manage logistics for quarterly membership networking events.
- Manage all event logistics for semiannual in person board meetings including securing venue, food and beverage, audio/visual requirements, parking, etc.
- Lead the planning and execution for all virtual events whether on-demand or hybrid including educational content, webinars, platform design, registration, promotions, etc.
- Work onsite at events, including volunteer management and donor relations.

Drive Revenue

- Partner with the Membership, Communications, and Advocacy teams to develop the annual events calendar & program goals, budget, strategy, and plans.
- Work with CEO to develop sponsorship packages, proposals, & solicitation plans.
- Cultivate and maintain relationships with current supporters and lead solicitation efforts of prospective sponsors and donors in order to grow ArMA’s non-dues revenue annually.
- Report accurate development and financial updates to ArMA leadership.
- Leverage membership networking events to build sponsor revenue, attract new members/sponsors, and deliver measurables.
- Prospect, solicit, and acquire new advertisers to meet revenue goals and grow ArMA’s advertising revenue annually.
Manage Foundation

- Work with foundation taskforce to determine direction / priorities, create messaging, and develop website content.
- Research grant and scholarship opportunities, write and submit grant proposals, and manage grant process.
- Build and cultivate relationships with current and potential donors.

Skills Required

- Ability to work well independently and as a member of a team
- Excellent organizational and time management skills
- Ability to think creatively to drive and develop new revenue sources.
- Strong and collegial interpersonal skills and an ability to communicate effectively and professionally in person, in writing, and by phone.
- Problem solver who can take initiative and set priorities while being flexible.
- Adept at navigating complex environments with evolving priorities.
- Strong knowledge of development/fundraising, preferably in a nonprofit setting.
- Ability to prepare complex and detailed proposals and related materials.

Education and Experience

- Bachelor’s degree preferred
- Minimum 5 years of fundraising/business development and/or equivalent experience.

Computer Skills

- Competence in use of Computer Skills including Microsoft Office Suite, Survey Monkey, Doodle, Zoom, Asana, JotForm, and others as needed.

Salary and Benefits

This is a full-time, salaried position. The compensation based on experience and qualifications. Benefits include, but are not limited to:

- Medical, dental, and vision insurance, with ArMA covering 90% of the medical premium and 100% of dental and vision.
- Basic life insurance, short-term and long-term disability
- Generous PTO policies including 2 weeks of PTO, 2 weeks of sick time & 13 paid holidays
- Flexible work schedules with 3 days in the office, 2 days from home, and early out Fridays
- Company-funded professional development opportunities
- Cell phone coverage
- 401K

Company Core Values

- Strive for excellence in all that we do
- Be responsive, trustworthy, accurate, and a valuable resource to the physician community
- Value hard work and a positive outlook to do what it takes to get the job done
- Always work as a team, making sure efforts are integrated and coordinated
- Interact with others in an open and honest manner, embracing innovation and change to better serve our members

To Apply for Position
Send cover letter and resume to Libby McDannell: lmcdannell@AZmed.org