Manager, Events & Supporter Engagement

THE OPPORTUNITY

Amref Health Africa in the USA seeks a Manager, Events & Supporter Engagement. Reporting to the Director, Development & Communications, this person will be responsible for ideating and producing Amref Health Africa in the USA’s events and gatherings, with the goal of deepening connectivity to our mission and expanding philanthropic support within and beyond our comprehensive donor portfolio. Working across the organization, the Manager, Events & Supporter Engagement will be responsible for designing and executing a suite of engagement opportunities including webinars and virtual convenings, roundtables, corporate engagement events, peer-to-peer fundraising events, and our annual ArtBall event and art auction. Being a highly organized, creative, detail-oriented, and motivated person is essential to the success of this position.

Amref Health Africa (Amref)

The Amref Health Africa (Amref) in the USA office raises awareness and critically needed funds for our work in Africa. In 2021, 92% of our funds raised went directly toward programming. Amref USA is a 501(C)(3) organization with eight employees and an annual budget of $12-15M.

With headquarters in Nairobi, Kenya, Amref Health Africa is the largest Africa-based healthcare nonprofit, serving millions of people every year across 35 countries in sub-Saharan Africa. Amref Health Africa began on the continent as the Flying Doctors, bringing surgical services to remote communities using light aircraft. Our priorities have since expanded to strengthen health systems and train African health workers to respond to the continent’s most critical health challenges. Our approach is community-based and makes the people we reach partners rather than just beneficiaries. About 97% of our global staff are Africans, so we are always tackling African challenges with African expertise.

Please visit amrefusa.org for more information.

THE DEPARTMENTS

This position will work with two departments in our USA office: Development and Communications, and Partnerships. The Development and Communications team raises unrestricted funds by designing and executing philanthropic partnerships with individuals and family foundations. The Partnerships team is responsible for mobilizing resources from large foundations and corporations, managing grants and programs, and driving Amref’s thought leadership agenda.

THE ROLE

- With support and direction from the Director, Development & Communications, and the Deputy Director, Partnerships, develop, coordinate, lead, and implement an events strategy and work plan that includes our annual tentpole event – ArtBall and its corresponding art auction, as well
as several smaller events and gatherings, including those that fall under our thought leadership agenda such as high-level panels and roundtables during the United National General Assembly week in New York, and similar sessions alongside other major conferences and convenings.

- Manage all aspects of donor engagement activities and events including, but not limited to production of events, managing the invitation process, developing event briefings and preparing participants, liaising with external vendors, partners, and internal stakeholders, and working with team members on logistics and processes to achieve engagement event outcomes.
- Manage budgeting, reporting, and vendor payments for all engagement activities within the defined scope of work.
- Partner with colleagues to ensure follow-up opportunities emerge from supporter engagement events.
- Work with our Communications department and external vendors to develop brand-aligned media plans and partnerships.

WHO YOU ARE

- Minimum of four years of experience in an events role, ideally in a nonprofit or NGO setting.
- Strong commitment to Amref’s mission, vision, values, and beliefs, including a deep commitment to creating an inclusive environment for all colleagues.
- Ability to represent Amref externally in a professional manner with event and thought leadership partners, including senior leaders and their teams.
- High degree of flexibility and ability to problem solve. A “roll up your sleeves and do what’s needed” attitude.
- Close attention to detail and excellent organizational skills.
- Exemplary project management and communication skills with the ability to lead multiple projects in a fast-paced environment.
- Experience with vendor and consultant management.
- High level of proficiency using Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- You can work independently and as part of a team.
- You can operate at a professional level in intercultural and international contexts.

Preferred Skills

- Experience working with diasporic communities.
- Knowledge and experience engaging global health sector stakeholders.
- Familiarity with public health topics, especially in the African context.
- Knowledge of CRM processes and how they apply to the role and events strategy.

WORKPLACE and OTHER DETAILS

This is a remote role in the tri-state area (NY, NJ, CT), with a preference for NY. In-person meetings should be expected. Some travel may be required.

Must be willing to occasionally take calls between 7am-9am EST to accommodate meetings in East Africa Time. Some nights and weekends will be expected around event timelines.
Amref USA is a fully vaccinated workplace and all new employees, regardless of their work location, will be asked to share proof of full vaccination against COVID-19 within two weeks of their hire date or request an exemption from this policy due to a disability or sincerely held religious belief or practice.

**COMPENSATION**

The salary range for this role is $68,000 to $75,000 + paid health benefits (medical, dental, vision), 403(b) match, and ample personal, vacation, and sick time.

**TO APPLY**

Please send your resume and a brief personal statement to careers@amrefusa.org with the subject line “Manager, Events & Supporter Engagement Application”. No calls, please.

If you require accommodation to participate in our application process, please let us know.

Amref USA is an equal opportunity employer and welcomes and encourages a diverse candidate pool. Additionally, we are a fair chance employer and welcome candidates with lived experience with the criminal justice system.

*The above job description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments. This is only a summary of the typical functions of the job and duties may differ from those outlined above.*