



We envision a world where no one dies from sarcoma.

## **Fundraising Events Manager Position Announcement**

### **SUMMARY**

The Sarcoma Foundation of America (SFA) seeks a creative, insightful, diligent Fundraising Events Manager. In this critical role, the Fundraising Events Manager will work collaboratively to advance the success of the Sarcoma Foundation of America's (SFA) Race to Cure Sarcoma run/walk event series and execute it locally (at race locations) and/or virtually.

The Fundraising Events Manager will implement, coordinate, and manage assigned Race to Cure Sarcoma and other fundraising events to attain and exceed financial goals. This position recruits, trains, and manages volunteers and develops/maintains relationships with corporate partners, community organizations, Health Care Providers, and others in the communities assigned for the purposes of supporting SFA's mission.

### **PRINCIPAL DUTIES**

- The Fundraising Events Manager is directly responsible for working with the RTCS team and volunteers to achieve goals through assigned fundraising initiatives. Assignments may include specific event elements such as sponsorship, team recruitment, engagement, and committee development.
- The Fundraising Events Manager will oversee and execute all event logistics for assigned races, including preplanning and onsite supervision.
- In collaboration with the RTCS National Director, the Fundraising Events Manager will utilize organizational best practices to achieve specific revenue goals and manage the expense budget.
- Recruit, orient, train, and coach/mentor volunteers to meet or exceed the established goals.
- Develop appropriate recruitment and fundraising strategies to successfully recruit, acknowledge, retain, and upgrade event donors/sponsors/teams and participants.
- Work with the development team to improve donor relations activities related to these events.
- Collaborate with the communications team to develop local marketing/communications/media relations efforts to drive awareness and community engagement in SFA events.
- Work collaboratively to develop new events and the appropriate infrastructure to support them.
- Monitor and evaluate the effectiveness of the overall success of the event.
- Develop and implement strategies to enhance growth potential.
- Travel to assigned events.

## MINIMUM QUALIFICATIONS

- At least 3-5 years of nonprofit event planning and/or fundraising experience.
- A bachelor's degree or equivalent combination of education and experience is required.
- Strong project management skills and ability to manage multiple events simultaneously.
- Knowledge of best practices in the peer-to-peer fundraising and event fields.
- Experience in successful peer-to-peer fundraising events such as walks, runs, and 5k events.
- Ability to fundraise and identify new sources of revenue.
- An effective leader of volunteers with the ability to handle conflict and resolve issues
- Excellent verbal and written communication skills.
- Strong interpersonal skills and building and nurturing relationships to increase visibility, brand awareness, volunteer staff, and revenue are required.
- Self-starter and entrepreneurial spirit.
- Able to work independently with minimal supervision and good time management skills.
- Detail-oriented, adaptable, organized, and demonstrated ability to successfully manage multiple projects and tasks in the following areas: Fundraising, marketing/communications, community engagement, and administrative duties (as required).
- Ability to read, comprehend, and analyze financial goals and fundraising reports and generate required reports on time.
- Passionate about finding a cure for sarcoma, preferred.
- Comfortable in navigating a changing environment and competing demands
- Ability to travel as required for events and related meetings.
- Flexibility to work nights and weekends (as needed) for preparation and execution of events.

This is a full-time/exempt position. The staff works primarily remotely; however, some staff travel to the office infrequently throughout the month to prepare for events and complete other tasks.

Please email your resume and cover letter with the salary requirements to [hr@curesarcoma.org](mailto:hr@curesarcoma.org) with the subject line "Fundraising Events Manager."