

Maryland Affiliate of Susan G. Komen for the Cure®
Race Coordinator
Job Description

Philosophy

Each employee is responsible for doing whatever it takes to ensure that the organization is successful. Additionally, each employee will provide colleagues with the support and information they need to succeed in their jobs.

Job Overview

This position coordinates all aspects of race fundraising and production interfacing with staff, vendors and volunteers for year round communication and facilitation of pre-race activities, Race Day activities and post-event follow-up.

Job Description

- Responsible for all sources of race revenue and programs including Sponsorship, Pledge Program, Teams program, Registration while nourishing existing sponsor relationships
- Coordinate with Race Chair and Race Contract Production Manager as well as various committee chairs to ensure operations, logistics, vendor relations, and volunteer support result in positive outcomes
- Oversee production of all race collateral material
- Work collaboratively with the Race Production Manager to design a race “village” to ensure appropriate presence for national and local race sponsors as well as survivors
- Responsible for meeting Komen HQ’s standards, Race Agreement and soliciting vendor bids
- Attend Komen HQ Trainings and other pertinent trainings in Dallas

Core Competencies

- Demonstrate creativity, flexibility and resilience
- Demonstrate advanced organizational skills with attention to detail
- Formulate trending reports from past performance
- Establish best practices and lead affiliate toward role model performance
- Participate in appropriate training opportunities and identify a personal growth and development plan
- Seek ways to enhance mission impact
- Promote fair treatment of others and reach out to include people of various backgrounds
- Support spending decisions with well-thought out justifications and a direct link to the organization’s mission
- Accurately forecast and proactively manage race budgets with Finance Manager
- Builds and draws upon internal and external networks to drive business initiatives forward
- Response to every contact as a potential benefactor and/or beneficiary
- Encourage open dialogue and effectively utilize powers of persuasion
- Hold individuals at all levels accountable for following through on objectives
- Publicly acknowledges and celebrates individual and team achievements
- Leverage strengths of individuals; match skills with role responsibilities
- Quickly breaks down problems to find the source of the issue
- Translates strategy into clear and realistic implementation plans for the team

Job Qualifications

- College degree preferred in related field
- 3-5 years progressive experience in non-profit event management, sales, marketing
- Excellent communication, IPR skills and team spirit
- Ability to prioritize, problem solve, work independently and multi-task under deadlines and pressure
- Ability to interact with corporate and community leaders and represent Komen Maryland in an exemplary, professional manner

Work Environment

We are a small staff working together to accomplish measurable outcomes. The office is located in the heart of Towson with ample, free parking. We offer excellent benefits within a supportive atmosphere. Job responsibilities require evening and weekend participation. Training and conferences are provided by Komen Headquarters which does require periodic, out-of-state travel. This position reports to the Director of Development.

How to apply:

Please provide resume, cover letter, salary requirements and any pertinent support documents to devdir@komenmd.org. No phone calls please.

Job description created 3/08

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