

Texas 4000 for Cancer
Position Announcement

Job Title: Events Coordinator

Job Status: Full Time

Reports To: Development Manager

FLSA Status: Exempt

Summary: Coordinates and manages all Texas 4000 for Cancer fundraising events, including the Austin Marathon & support team, ATLAS Ride, Homecoming Bash, Tribute Gala, city events, and Rider Cup Golf Tournament. Oversees event planning and logistics, volunteer recruitment and engagement, marketing and promotion, registration, vendor and sponsor procurement, merchandise sales, receipting, and after action reporting. Collaborates with Development Manager on Alumni Network engagement activities.

Key Responsibilities:

Events:

Oversee all aspects of Texas 4000 events, including but not limited to:

- Plan and manage the ATLAS Ride and ride director contracting and management
- Oversee all aspects of Tribute Gala including event planner and event chair relations
- Manage Tribute Gala auction solicitations, tracking and tax receipting
- Manage Rider Cup Golf Tournament planning and logistics including course selection and leadership training with the Texas 4000 rider planning committee
- Manage all event committees and lead monthly committee meetings
- Select and secure registration and fundraising web platforms for events
- Develop and maintain all event related webpages (registration, fundraising, Texas 4000 webpage, etc.)
- Oversee Austin Gives Miles fundraising campaign. Recruit and encourage runners/fundraisers. Work with Program Coordinator to ensure volunteer requirements are met
- Oversee support team fundraising campaigns. Develop and maintain relations with fundraisers
- Recruit and manage Homecoming Bash chair and committee
- Manage a minimum of four city events over summer ride, including Houston and Dallas, to foster and develop donor and supporter relationships outside of Austin
- Responsible for promoting all Texas 4000 community events via social media, event calendars, email and personal outreach
- Collaborate with Program Coordinator on volunteer commitments for all events both within and outside of the organization

Other:

- Manage all special events interns
- Develop a fun and informative program and recruit speakers for the annual alumni retreat
- Assist Development Manager to plan and manage programs and events that will lead to increased involvement of and support from alumni
- Maintain accurate and up-to-date donor information in the Raiser's Edge database

Qualifications and Capabilities:

- College degree or equivalent work experience required. 3+ years of relevant work experience
- Demonstrated ability to manage multiple projects simultaneously, set priorities, identify and address problems, meet deadlines and stay within budget
- Self-starter with high degree of personal initiative who works well independently as well as under directive
- Commitment to accuracy, excellent attention to detail, highly efficient and conscientious about thorough follow-up
- Experience working with volunteers, board members and interns
- Skilled communicator, with superior interpersonal, verbal and written skills
- Experience with marketing campaigns, including via social media
- Strong technology skills, including internet and cloud-based documents
- Comfortable learning new software as needed
- Graphic design and Wordpress experience strongly preferred
- Must have a mature work attitude, reliable and resourceful
- High degree of initiative, self-motivated, resourceful
- Team player who enjoys interaction with professionals, peers, volunteers and those served by the organization
- Highly organized and exceptional time management skills
- Ability to work well under pressure, meet or exceed continuous & multiple deadlines and evolving priorities
- Moderate local travel is required
- Willingness to work nights, weekends as necessary
- Patience and good humor

To apply, please email your cover letter and resume to info@texas4000.org by Friday, February 17, 2017.