

**Events Coordinator
Texas 4000 for Cancer**

Texas 4000 for Cancer is looking for a dynamic individual, who wants to be part of a close-knit team fighting cancer, helping to cultivate college students as the next generation of leaders, and supporting 'the longest annual charity bike ride in the world'. We're looking for someone who personally connects with the fight against cancer just like our staff, board members, students, and donors who support the organization.

Our ideal, highly collaborative, candidate has experience in organizing events and fundraising and understands how to cultivate and steward internal and external relationships for the success of events. Considering his/her solid track record of meeting goals, our ideal candidate is motivated by the objective of achieving a team (or shared) goal of \$1.2 million in annual revenue. S/he is optimistic and creative, able to multitask, enjoys collaborating with teammates, and is detail oriented while being able to focus of the big picture.

Reporting to the Associate Development Director of Texas 4000, the Events Coordinator plans, manages, and oversees all aspects of Texas 4000 fundraising events including the ATLAS Ride and Tribute Gala and other fundraising for Texas 4000 in the community including Austin Gives Miles & Amplify Austin. The position manages all aspects of the events and fundraising activities and works with the Associate Director of Development to secure sponsorships and participation in them.

If you are ready for the challenge of leading Texas 4000's fundraising events as part of a small motivated staff of self-starters that enjoys working together, then email your resume and cover letter to info@texas4000.org, no later than 5pm on Monday, May 27th.

Key Responsibilities:

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

- Plan and manage the ATLAS Ride and activities of the event committee and volunteers
- Oversee all aspects of Tribute Gala including planning and managing activities with the event planner, event chair, planning committee, and volunteers
- Work with the Associate Development Director to solicit and secure event sponsorships and sell tickets for events
- Manage Tribute Gala auction solicitations, tracking and tax receipting
- Manage all event committees and lead monthly committee meetings
- Select and manage 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 and their fundraising efforts
- Oversee support team fundraising campaigns. Develop and maintain relationships with individuals and organizations who are fundraising for Texas 4000
- Manage a minimum of four city events over summer ride, including Houston and Dallas, to foster and develop donor and supporter relationships

- Develop email/social media schedule and content to promote all Texas 4000 events via social media, event calendars, email and personal outreach
- Collaborate with Program Coordinator on volunteer commitments for all events both internally and externally
- Manage event interns' schedules and project assignments
- Assist Associate Development Director to plan and manage programs and events with 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
- Excellent organizational and time management skills
- Skilled communicator, with superior interpersonal, verbal and written skills
- High degree of initiative, self-motivated, reliable and resourceful
- Team player who enjoys interaction with professionals, peers, volunteers and those served by the organization
- Experience working with volunteers and interns
- Experience with marketing campaigns, including via social media
- Graphic design experience strongly preferred
- Strong technology skills, MS Office, and database experience with Raiser's Edge preferred
- Commitment to accuracy, attention to detail, highly efficient and conscientious about thorough follow-up
- Personable, yet professional and must maintain strict adherence to confidentiality
- Prior experience with Texas 4000, similar cycling events, or peer-to-peer fundraising desired
- Moderate local travel is required
- Willingness to work nights, weekends as necessary
- Patience and good humor

Status:

Full-time exempt position

Salary is competitive within the industry, commensurate with experience and expertise, includes health, dental, and vision insurance, as well as, paid time off

To apply, please email your cover letter and resume to info@texas4000.org by Friday, May 31, 2019.