



Program Events Manager (full time, exempt)

Position Summary

The Program Events Manager is responsible for managing all aspects of the Girls on the Run 5k celebration events held each spring and fall; all logistics; developing revenue streams including Corporate Sponsors and other fundraising initiatives; recruiting and retaining adequate volunteers and providing a positive volunteer experience; safety and risk management to ensure an enjoyable experience for the more than 5,000 attendees. The Girls on the Run Program Events Manager must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades and must have a persuasive ability to effectively communicate the core issues and values of the GOTR program with confidence to potential and existing sponsors and stakeholders in person, through email and via social media. This individual must embrace and reflect the core values of GOTR.

Core Duties and Responsibilities

Manage multiple supplier, volunteer, sponsor and stakeholder relationships
Co-Chair the 5K planning committee and act as staff liaison
Maintain detailed, up-to-date planning and event documentation
Evaluate and Report on program event success/opportunities using a variety of outreach/feedback methods
Manage event logistics, budget, stores and equipment, promotion, branding and volunteers
Ensure prompt payment and coding of vendor invoices
Liaise with program staff to ensure seamless logistics for program participants and community runners
Deliver high quality experiences through excellent operational delivery
Promote and cultivate relationships in the community to support 5k revenue growth (including corporate sponsors, Spirit on the Course Signs, merchandise).

Skills

Fundraising event management
Stakeholder relationship management
Budgeting and financial management
Risk management/health and safety knowledge

Strong interpersonal, verbal and written communication skills
Organization and time management skills
Social media management
MS Office

Competencies

Leadership
Attention to detail
Team Work
Flexibility & Diplomacy
Strategic thinking & vision, problem solving
Ability to focus and prioritize

Girls on the Run retains the right to change or assign other duties to this position.
Reviewed 5/26/2017