

# POSITION AVAILABLE: FUNDRAISING RACE DIRECTOR

The Chatham County Partnership for Children seeks qualified proposals for a Fundraising Race Director to serve in a part-time employee or contract basis as described below. Proposals are due to Genevieve Megginson, Executive Director, by **July 31, 2019**.

## JOB DESCRIPTION

The Race Director will be responsible for managing all aspects of the annual **Reindeer Run 5K and Fun Run**, a community event raising funds to support promotion of healthy lifestyles for all, to be held on **December 7, 2019** in Pittsboro, NC AND the **Jordan Lake 12-Hour and 6-Hour Challenge**.

## KEY RESPONSIBILITIES:

- Develop and maintain a written detailed work plan with Executive Director, updated as needed
- Manage all logistics of each race as outlined on the Planning and Task Lists and including pre-event registration packet pick up, race day set up, and take down & clean up.
- Solicit Race Sponsors and donations in coordination with the Executive Director.
  - Work with Executive Director to develop the event budget and identify fundraising goals
  - Partner with Executive Director to identify sponsors and develop Sponsorship Benefits Package
  - Solicit and manage race sponsorships and provide monthly reports to Executive Director
  - Identify and secure in-kind and monetary donations
- Recruit and manage volunteers
- Coordinate the Reindeer Run Race Advisory Committee for the annual 5K to ensure sustained community engagement in the race activities.
- Manage inventory, purchase and distribute all materials, including but not limited to race shirts, donated participant bag items, and award items
- Coordinate logistics with key partners, including but not limited to venue management at Central Carolina Community College and the Jordan Lake State Educational State Forest of the NC Forestry Service, law enforcement (Pittsboro PD and Chatham County Sheriff's Office), Town of Pittsboro public works, Chatham County Parks and Rec Department, Chatham County Public Health Department, race timing companies, online registration services, medical services and volunteers.
- Complete all event-related paperwork including but not limited to purchase orders in accordance with the Partnership Financial Policies and Procedures
- Develop and execute a promotion plan including but not limited to fliers, websites, newspapers, and social media.
- Communicate with race participants

## QUALIFICATIONS

Qualified applicants should demonstrate communication and leadership skills necessary for successful fulfillment of key responsibilities; experience with race management and logistics is also required. Minimum education is: Associates Degree, with **BA/BS** degree preferred.

## COMPENSATION

Cost Proposal must specify and detail requested compensation total not to exceed amount and terms of payment.

## SUPERVISION AND SCHEDULE

Reports to the Executive Director; must be available July through May annually, including evening and occasional weekend meetings, and long hours during race preparation week as well as each **race day, DECEMBER 7, 2019 and April 18, 2020**.

## CONTACT/HOW TO APPLY

Please submit a letter of application and resume describing qualifications and experience.

EMAIL SUBMISSION TO: [genevieve@chathamkids.org](mailto:genevieve@chathamkids.org). Interested applicants may email to request a phone interview or appointment to discuss the position prior to applying.