

# POSITION AVAILABLE: FUNDRAISING RACE COORDINATOR

## 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 annually in early **December** in Pittsboro, NC.

## KEY RESPONSIBILITIES:

- Develop and maintain a written detailed task-timeline/work plan with Executive Director, revised as needed and continually updated when tasks are completed.
- 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.

## 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 **race day**.

**FY24-25 DATES AS FOLLOWS: DECEMBER 14, 2024**

## COMPENSATION

**Position Status:** Temporary/Seasonal, part-time, estimated @ 10-20 hours per week  
**Classification:** Grade 15, Non Exempt  
**Salary Range:** \$ 19.34/hour Hiring Rate, minimum experience  
\$ 21.32/hour, based on experience & qualifications  
Compensation based on actual hours worked each month; timesheets are due on the 24<sup>th</sup> of each month for hours completed since the 25<sup>th</sup> of the prior month.