



Special Events Manager

Reports To:	Executive Director
Employment Status:	Exempt, Full-time, Salaried
Benefits:	Health insurance stipend Cell phone reimbursement Paid Time Off (vacation, sick days, and holidays)

Basic Function

The Special Events Manager is responsible for working with the Race committee to plan and implement the yearly Susan G. Komen Iowa Race for the Cure[®] - Des Moines and other special events for the Iowa Affiliate of Susan G. Komen for the Cure[®]. The Manager will ensure that all provisions of the Komen Iowa Race for the Cure agreement are met by adhering to a strict timeline and budget. Planning includes all aspects of Race management such as securing date and location, identifying course route, developing printed materials, coordinating media and PR, managing online registration and communications tools, and securing sponsorship. Managing volunteers will also be a key responsibility. Additional special events throughout the year will also be coordinated by this individual.

Primary Responsibilities

Race for the Cure[®]

- Work with Executive Director to develop job descriptions for the entire Race committee and assist in the recruitment and orientation of committee members.
- Work with key Race volunteers and Executive Director to develop goals, objectives, strategies, timeline and budget for the annual Komen Iowa Race for the Cure[®].
- Serve as the point of contact with Komen HQ for all Race-related issues and requirements; submit all required documents (e.g. order forms, insurance forms and requests for certificates of insurance) to Komen HQ according to the timeline.
- Oversee the logistics with the support of the Race Executive Committee, including Race venue, race certification, course design and maps, equipment rental, security, parking and start/finish of the Race.
- Support Race marketing team and manage all Race print needs including Race t-shirts, Race entry forms, Race bibs, Race posters, parking passes, banners and signage.
- Oversee Race registration volunteers to manage data entry, Race database, Race mailings, online registration, team registration and pledge program.
- Coordinate media/communications plan and schedule; volunteer plan and orientation; stage and start/finish script with proper staff or volunteer.
- Obtain necessary bids for timing, printing, mailing and other identified services.
- Work with Executive Director, and Sponsorship Chair(s) to determine sponsorship levels and ensure sponsorship brochure is produced and distributed and sponsorships are solicited and secured.

- Develop, maintain and implement Race risk management plan.
- Supervise all aspects of the Race set-up and Race event day.
- Complete post-Race meeting with Race Committee to learn from experience before planning for next year's event, and ensure all "thank you" letters are sent to sponsors, donors, vendors, etc. in a timely manner.
- Develop and document annual Race for the Cure job descriptions, procedures and action plans that enable the Affiliate to produce a consistent, repeatable event year-to-year.

Fundraising/Third-Party Events

- Work with Executive Director, Affiliate team and Volunteers to conceive and execute all fundraising events and opportunities including, but not limited to, Rally for the Cure, Passionately Pink for the Cure, Volley for the Cure, High School "Pink Out" Nights, etc.
- Secure in-kind contributions of materials needed for special events whenever possible.
- Serve as the point of contact for all third-party events, including but not limited to the preparation of contracts and execution of Affiliate responsibilities.
- Maintain proper documentation for each event, such as letters of agreement, insurance certificates, return of resources after events, receiving of payment of promised funds, etc.
- Update the Komen Iowa Affiliate master calendar and communicate upcoming events to staff, board and volunteers.
- Assist in the promotion of special event activities, such as the assembly and distribution of invitations, e-mail blasts, materials and goodie bags, etc.
- Assist staff, board and committees in the administrative activities of special events including reservations, name tags, accurate lists and tracking budgets.

Financial

- With Race Executive Committee and Executive Director, prepare and submit a budget for the upcoming Race year to the Komen Iowa Board of Directors; monitor and manage Race budget to ensure budget and goals are met.
- Work with Affiliate Operations Staff and Executive Director to complete and submit post-Race 90-day report.

Other

- Coordinate implementation of I AM THE CURE™ program with Community Outreach Manager.
- Attend Komen Headquarters' Race and other training meetings as directed by Executive Director.
- Attend Board of Directors meetings as requested.
- Attend Komen Iowa Affiliate events, third-party events and committee meetings as requested.
- Other activities deemed appropriate by the Executive Director that will promote and enhance breast health services throughout the Komen Iowa service area.

Position Qualifications

Bachelor's degree and 2-5 years professional experience demonstrating ability for special event planning and management, fundraising, communications, volunteer management and administrative support. Experience with web-based database management a plus. Exposure to non-profit and volunteer-driven organizations preferred. Must have access to reliable transportation and a valid driver's license.

In addition, the candidate will offer:

- An interest in and commitment to the Komen promise and the Komen Iowa vision and ability to represent the Affiliate in a positive manner.
- Attention to detail, strong problem-solving, decision-making and organizational skills with the ability to manage competing demands for time.
- Excellent communication skills, both oral and written, and strong interpersonal skills.
- Ability to build strong working relationships at all levels and to interact professionally with sponsors, volunteers and donors, personally and by phone.
- Strong computer skills including Microsoft Word, Excel, Publisher and PowerPoint. Comfort with web-based data management systems a must.
- Ability to travel within Affiliate service area, to national training and work flexible hours including frequent evening and weekend work.
- Ability to lead and make good decisions in a challenging environment
- Ability to manage multiple programs simultaneously
- Ability to respond to changing needs of Affiliate

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, sit, crawl, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, climb, balance and smell. The lifting requirement is up to 35 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Please email resume and cover letter to HR@komeniowa.org and include your salary requirements. Applications without this information will not be considered.

Materials can also be mailed to:
Iowa Affiliate of Susan G. Komen for the Cure
Attn: HR
PO Box 65664
West Des Moines, Iowa 50265

No phone calls please.

Resumes will be accepted until close of business on March 9, 2012