Job Title: Development Manager - Walk

Department: Development

Reports to: Director, Development

Location: Remote

Summary: Responsible for managing and implementing Shine A Light NF Walks in communities nationally to achieve and exceed revenue goals in support of CTF’s mission.

Responsibilities

- Implement organizational best practices with regard to recruiting and managing high level volunteers, active team management, sponsorship, expense and fiscal controls, marketing/promotions, logistics and risk management resulting in revenue growth and achievement of Shine A Light NF Walk budget goal.
- Oversee all aspects of assigned Walk fundraising events nationally.
- Provide input into the development of a strategic plan for the fundraising campaign(s), including: reviewing, creating/enhancing and implementing best practices for achieving fundraising goals; budget recommendations; active team management; volunteer engagement; event planning; marketing/communications; and timelines.
- Manage and own annual budget for assigned Shine A Light NF Walks and provide input for enhancement and streamlining of budget process.
- Evaluate the effectiveness of the ongoing Walk events, including: fundraising efficiency (cost/expense), community engagement, event satisfaction, overall success of the event, and suggest improvements.
- Ensure overall Development revenue goal is attained by collaborating with Donor Relations and Volunteer Engagement staff to identify, recruit, cultivate and steward volunteers, fundraising participants, and donors through the Shine A Light Walks.
- Develop positive volunteer interactions through recruitment and mentoring, and provide comprehensive support for volunteer leaders and participants to develop and achieve personal fundraising plans, while focusing on the mission of CTF.
- Collaborate with local volunteers to identify and network with corporations, community groups, schools, and key donors to engage their support of CTF fundraising campaigns.
- Act as an on-site manager during assigned Walk events alongside volunteer organizers, including: overseeing registration, cash handling, venue set up, and the implementation of the Walk program and activities to ensure satisfaction of participants and resolution of problems.
- Partner with the Director of Development on the development and implementation of a comprehensive incentives strategy, including participant communications plan and fulfillment.
- Maintain communications timeline and ensure website calendar of events is current.
- Maintain a working knowledge of CTF’s mission and the capability to educate others on our goals, in order to promote fundraising, research, and patient initiatives.
- Perform other duties as assigned.

Education and Experience

- Bachelor’s degree
- Minimum of 3 years experience in nonprofit event-based fundraising. National Peer-to-Peer Fundraising experience is a plus.

**Position Requirements**
- Excellent oral and written communication skills.
- Enthusiastic, self-motivated, resourceful and committed to excellence.
- Experience giving presentations to multiple audiences.
- Demonstrated knowledge and use of digital, social media & emerging online channels.
- Capable of balancing multiple priorities effectively and meeting deadlines.
- Highly organized with strong attention to detail.
- Customer service driven approach.
- Demonstrates the ability to learn new systems, processes, and ways of working in a fast-paced, dynamic, team-based environment.
- Knowledge of Google Workspace, Salesforce and Classy.

**Physical Demands & Work Environment**
- Required to attend Walk events and work evenings and weekends as needed.
- Travel required (average of 25 trips per year).
- Light lifting and some physical activity may be required.

CTF has adopted a COVID-19 vaccination policy to protect the health and well being of our employees and the individuals we support. As a condition of employment employees are required to be fully vaccinated for COVID-19 unless an employee has a medical or religious exemption or as otherwise required by law. New employees will be required to show proof of vaccination.

**To apply**, please send your resume to jching@ctf.org.