National Development Manager: Cupid's Undie Run

Primary duties & responsibilities:

**Fundraising**

1. Assist in the development of annual strategies to increase Cupid’s Undie Run (CUR) registration and fundraising revenue year-over-year.
2. Build relationships with volunteer Event Directors (EDs), top fundraisers, team captains and other key constituents.
3. Assist with stewardship of CUR fundraisers.

**Consulting:**

4. Serve as the primary point of contact for local EDs.
5. Partner with volunteers to develop local marketing, fundraising, and event management and logistic plans that align with revenue and registration goals.
6. Provide ongoing consultation and support to ensure markets achieve their goals.
7. Act as a resource and provide guidance regarding logistics, event management, permitting, participant interaction, social media, fundraising, marketing, etc.
8. Communicate regularly with volunteers on strategies, directives and timelines.
9. Travel to markets in-season when necessary to foster relationships and gain insight on each market / top performers.

**Budgeting:**

10. Help develop annual national and local revenue and expense budgets.
11. Work with city EDs to build local, city-specific budgets.
12. Monitor local budgets.

**Volunteer Development and Training:**

13. Develop training content and resources to support volunteers in becoming event planners and community leaders.
15. Provide assistance in recruiting local committee members in markets with need.
16. Help identify and onboard new cities and EDs.
17. Assist in the planning and execution of annual volunteer training retreat.
18. Develop ongoing training opportunities throughout the year.

**General/Ongoing:**

19. Conduct annual review of each city and its EDs.

**Knowledge, skills & abilities required:**

- Bachelor’s degree
- 4+ years of special event or nonprofit fundraising experience
· 2+ years of volunteer management experience
· Highly organized
· Demonstrated leadership and management skills emphasizing a collaborative work style and excellent interpersonal problem solving and critical thinking skills
· Experience launching new events
· Have a thorough understanding of the event industry and how to execute a mid to large scale event, communicate with vendors, and work with local city departments on permitting
· Willingness to develop thorough understanding of our operating platform
· Excellent relationship management skills
· Excellent written, oral, and verbal communication skills
· Working knowledge of Google Docs, Gmail, Word and Excel
· Ability to multi-task in a fast-paced environment and learn new skills to complete tasks
· Experience managing and tracking budgets
· Ability to be both a team player and work independently as needed
· Ability to travel 35% of the time within the U.S. and have a valid driver’s license
· Ability to work under pressure, prioritize and effectively handle multiple deadlines
· Able to carry or lift 25 pounds

The above is intended to describe the general requirements for the performance of this job. It is not an exhaustive statement of duties, responsibilities or requirements.