



Job Description

Position Title:	Run For The Warriors® Coordinator
Classification:	Exempt, fulltime
Reports To:	Director, Run For The Warriors®
Location:	55 Water St, New York, NY

BACKGROUND:

Run For The Warriors® is a unique race series dedicated to the men and women wounded in Iraq and Afghanistan, their families, and families of the fallen. It is a celebration of their strength and resolve and a promise to continue restoring self, family, and hope. The series provides wounded service members encouragement and the opportunity to pursue the sport of running, walking, or adaptive cycling to assist in their physical and emotional rehabilitation while uniting military and civilian community members, connecting and educating each on the importance of embracing their neighbors. The goal of each event is to raise funds to support our programs and establish an understanding and respect for the needs of local military families.

CORE VALUES:

Hope For The Warriors® understands the challenges, pride, and joy of being a military family. For today, tomorrow, and years to come, we will strive to meet the changing needs of service members and their families.

PRIMARY ROLE:

The Run For The Warriors® Coordinator assists in all aspects of managing and executing the Run For The Warriors® series. Currently (6-7) runs are held around the country annually.

PRIMARY JOB DUTIES AND RESPONSIBILITIES:

- Effectively assist in the planning and implementation of activities under this program as directed by the Run For The Warriors® Director
- Collaborate with S&R program staff, Team Hope and MVP to ensure that there is a client presence at each Run For The Warriors Event
- Field customer service emails/calls about registration systems, donations, teams, and fundraising
- Develop and maintain positive relationships with program participants, donors, vendors, and volunteers
- Monitor and work within established budget guidelines for the program
- Collaborate with Development Staff to ensure that sponsorship and revenue targets are being met
- Develop and implement appropriate marketing strategies for the program in collaboration with Communications personnel
- Carry out grassroots marketing efforts at run locations: posting signage, doing interviews, and similar activities
- Create and manage Crowdrise fundraising pages for teams and individuals
- Assist with recruiting, tracking, and managing volunteers for Run For The Warriors events in conjunction with the Volunteer Coordinator
- Work with Communications staff to handle and prepare correspondence, i.e. invites, e-blasts, thank you letters, and follow up letters
- Attend weekly staff meeting calls and program calls (conference call).

- Assist with securing local event permits and insurance documents as they relate to hosting runs
- Filing appropriate forms to utilize city/county property such as parks, trails and road ways
- Work closely with municipality officials to plan appropriate event operations
- Obtain quotes for race supplies and carry out ordering of supplies when needed
- Travel to and assist with executing, on the ground, all Run For The Warriors events

SECONDARY JOB DUTIES AND RESPONSIBILITIES:

- Understands the Run for the Warriors® mission and goals
- Serves as an advocate for Run For The Warriors® before stakeholders, partners, and the general public
- Responsible for record and database management to include event recaps, upcoming events, records, monthly stats to executive management

QUALIFICATION REQUIREMENTS:

- Experience coordinating runs, walks or large-scale events with a lot of moving parts
- Experience in customer service
- Ability to manage multiple projects, prioritize multiple tasks, and meet stated deadlines
- Ability to work both independently and collaboratively and in a professional manner
- Budget management skills
- Database management skills
- Cost / Benefit analysis skills: assessing the financial, psychological and strategic advantage and disadvantages of varied courses of action
- Delegation skills: managing volunteer tasks and work loads
- Strong interpersonal skills with the ability to work well with individuals across all organizational levels
- Excellent written and oral communication skills
- Strong leadership skills and ability to present information and respond to questions
- Strong organizational skills and attention to detail
- Project management: initiating, planning, executing, controlling and closing a project
- Researching skills
- Works well in a team environment
- Vendor management: researching, contacting, ordering from, tracking payment to and from vendors

PREFERRED QUALIFICATIONS:

- Experience with road races and or large-scale community events
- Experience working with municipalities
- Experience in a nonprofit service setting desirable
- Experience with Chronotrack/Salesforce/Crowdrise, desirable but not necessary, can train
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and database applications
- Understanding of military practices and culture
- Understanding of nonprofit practices and culture
- Valid driver's license

WORK ENVIRONMENT:

The position will require flexible hours, including nights and weekends. Local and national travel 25%. Will be required to work out of one of Hope For The Warriors Regional Offices (NY preferred).

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. The position requires the ability to stand for

sustained periods of time, travel and drive on a monthly basis. The vision requirement includes close vision. The employee is occasionally required to lift up to 40 pounds.

If interested in this position, please send your cover letter, resume, and references to the three addresses below:

hr@hopeforthewarriors.org

sbarto@hopeforthewarriors.org

chrudka@hopeforthewarriors.org