

Position: Event Coordinator- rideATAXIA	Status: Full-Time Position
Reports to (Day to Day): rideATAXIA Director Supervisor: VP-Fundraising & Communications	Supervisory Responsibility: No
Location: Downingtown, PA Office	Must be willing to travel and work weekends.

Position Summary:
 Work with the rideATAXIA Director to coordinate FARA's rideATAXIA cycling fundraising program with 6 events across the country, plus a local virtual component. Responsible for all of the event management details and coordinating local volunteers and committees to plan and execute safe and successful rideATAXIA events that build engagement within the FA community, raise funds to support FARA's mission and elevate awareness of Friedreich's ataxia.

The successful candidate will have professional event management experience, excellent interpersonal/ teamwork skills, and will have demonstrated interest in the health and human service industry.

Professional Experience Requirements:	<ul style="list-style-type: none"> • Bachelor's degree required • Prior event planning experience required (Athletic event coordination preferred) • Experience with donor management software; Raiser's Edge and Classy products preferred • Non-profit experience or experience in related service industry • Proficient with a variety of software programs (Microsoft Office – Word, Excel, PowerPoint, Publisher and Adobe Acrobat)
Skills Requirements:	<ul style="list-style-type: none"> • Focus on customer service • Strong written and verbal communication skills • Attention to detail • Time management and organizational skills • Ability to work in a team setting

Essential Responsibilities:

Coordinate nationwide rideATAXIA program (>\$1M program)

- Plan & Execute (6) rideATAXIA cycling events across the United States
 - Schedule Venue
 - Complete permits and applications for all routes/ rest stops
 - Work with local police for additional support as needed
 - Manage all vendor contracts within budget
 - Utilize software templates to create event/ fundraising websites for events
 - Assist rideATAXIA Program Director with Sponsor outreach and relationship management
 - Manage registration lists, participant swag allocations, and respond to questions/ troubleshoot concerns for participants and fundraisers
 - Manage local logistics and communications, onsite at the event, the week prior to each ride in person (Must be willing to travel and work weekends for all 6 events. Current events locations include Gainesville, Southern California, Northern California, Chicago, Philadelphia, and Dallas. Trips range from 3 days to 1 week)
 - Adopt a hands on approach to see all key event tasks to completion, such as marking the ride courses, securing and transporting event materials (includes lifting supplies –such as event t shirts-and driving a Uhaul cargo van), setting up and breaking down event venue
- Manage Volunteer/Committee Support
 - Organize and run monthly Planning Committee meetings
 - Recruit volunteers to adequately staff all rides
 - Manage Efficient Supply Acquisition and Distribution (using in kind donations where appropriate)
 - Primary point of contact for all volunteers
 - Acknowledge volunteer efforts post event
- Reporting- regularly prepare registration and donation reports to support program activity
- Foster engagement, sustainability and growth of the program
 - Promote participation within the events
 - Support the fundraising efforts of participants with regular communications from FARA about impact on research
 - Actively contribute new ideas to improve efficiency and provide a fresh event experience
 - Assist rideATAXIA Program Director with development of the “virtual” rideATAXIA Local component of the program

Provide support as needed for additional FARA operations and fundraising programs within a team work environment

- Share workload with team for day to day office functions such as opening mail/ categorizing donations and answering phones
- Assist with special fundraising projects (such as lapsed fundraiser initiatives) and onsite with larger FARA events such as the Energy Ball gala or conferences

Ensure accurate, timely and stakeholder friendly communications with all rideATAXIA stakeholders. Follow established organizational policies and procedures and compile information and reports as required.

Demonstrate ability to learn and adapt to changing procedures, methods or processes.

Use a team approach when working with volunteers and the FARA fundraising team.

Provide first-rate customer service as front-line stakeholder contact.

Ensure that all FARA stakeholders are communicated to in a clear, consistent and timely manner utilizing strong written and verbal skills to address stakeholder needs.

Attention to detail demonstrating accuracy and efficiency in word processing, data entry, and business correspondence.

Coordinate work activity efficiently, and check that work has been carried out to specification.

How to Apply: Email a cover letter and resume to felicia.derosa@curefa.org . Include "Event Coordinator- rideATAXIA" in the subject. Please include salary requirements. Application deadline: October 31, 2021.