

# **Ride Manager**

## **Ride For Roswell**

**(Full-time)**

### **Roswell Park Alliance Foundation**

#### **Qualifications**

- Bachelor's degree or comparable experience level;
- 5+ years experience coordinating large scale athletic fundraising events, staff and volunteer committee management;
- Excellent inter/intra office communication skills;
- Ability to multi-task in an often fast-paced environment as well as respond quickly, efficiently and effectively to high-demand situations;
- Familiarity with RaisersEdge and online fundraising programs encouraged;
- Corporate sponsorship and marketing experience encouraged;
- Cycling knowledge a plus;
- Government and/or emergency/safety professional relationships a plus.

#### **Primary Duties**

- Manage a team of two full time staff, one consultant, two seasonal staff members and any additional interns and office volunteers.
- Implement long term strategic, marketing and fundraising plans.
- Oversee overall event with Ride team including operations and logistics for routes, safety and campus planning functions.
- Primary management and recruitment of steering meetings including five chairpersons and over one hundred committee members' roles.
- Recruit community leaders and partners to support The Ride team.
- Develop corporate sponsorship and in-kind donation partnership program.
- Recruit and mentor corporate fundraising teams and develop overall team stewardship program.
- Develop fundraising proposals and conduct team presentations.
- Oversee development of all marketing collaterals, advertising and public relations efforts to ensure Ride brand.
- Develop website, social networking and communication plans.
- Oversee set-up of all online fundraising program materials.
- Oversee fulfillment projects, vendor contracts and maintain event budget.
- Conduct prospect research and assist with stewardship plans of top fundraisers and key volunteers.

#### **Other Event Duties:**

- Work with Ride team on other Ride related tasks and assist with planning and implementation of all in-house special events as needed.
- Assist Ride team with individual rider and team requests, online fundraising advice, mailings, database support and other related activities when needed.
- Serve as an ambassador of Roswell Park Cancer Institute.

**Resumes by March 15, 2010 to**  
**[RideForRoswell@RoswellPark.org](mailto:RideForRoswell@RoswellPark.org)**  
**Roswell Park Alliance Foundation,**  
**Elm and Carlton Streets, Buffalo, NY 14263**