



**Development Director (Contractual)
5K Run/Walk Event**

Job Description

Position Summary

NC MedAssist is looking for a contractual race director to manage and oversee the fundraising and logistics of the Charlotte 5K. This position is full-time through November 21, 2018. The primary responsibilities of the position are to manage the NC MedAssist Pancakes & Beer 5k in Charlotte and assist with other projects as needed.

Essential Function/Responsibilities include, but are not limited to,

Responsibilities include, but are not limited to, the following:

- Manage all fundraising strategies, logistics planning, and Committee for NC MedAssist 5K, Charlotte.
- Coordinate all administrative needs for the event, including calendars, billing, and expenses.
- Develop and lead various revenue generation strategies including but not limited to corporate sponsorship, participant recruitment, crowdfunding, individual asks, etc.
- Work closely with administrative and data entry staff for accurate reporting and registration tracking.
- Effectively works with 5K Logistics Company to ensure the needs of the organization, participant and venue for events are met.
- Maintain accurate data and reporting on the status of the events and their revenue and expenses.
- Make recommendations to achieve significant growth and efficiency of the NC MedAssist 5K Event.
- Assist the Chief Development Officer with general development, event management responsibilities, and strategic planning as needed.
- Travel expected for OTC and/or NC MedAssist events.
- Assist with execution of other Development Department events including Over the Counter Give Away Days and fundraisers.
- Work with Communications Director for marketing and promotion needs for Charlotte 5K.

Requirements/Qualifications

- Experience with event fundraising, peer-to-peer fundraising and/or 5K management.
- Excellent customer service skills and the ability to maintain a friendly, helpful tone on the phone and in emails even in fast-paced environments.
- Excellent computer skills including Microsoft Word, Excel and Outlook; Raisers Edge and any promotional material design experience a plus.
- Excellent verbal and written communications skills.
- Ability to prioritize work, manage time and multi-task.
- Ability to work independently.
- Ability to follow oral and written instructions
- Attention to detail and good problem-solving skills
- Willingness to travel for NC MedAssist events
- Bachelor degree required, with a minimum of 2 years of experience in a non-profit environment preferred.
- Equivalent combination of education and work related experience may be considered.

Hourly compensation: \$25-\$30/hour. Travel expenses are covered by NC MedAssist.

Please send resume to cgrant@medassist.org or mail to NC MedAssist, 4428 Taggart Creek Road, Suite 101, Charlotte, NC 28208. NC MedAssist is an equal opportunity employer.