



Race to Cure Sarcoma Development Coordinator (New Position)

The Sarcoma Foundation of America (SFA) seeks a creative, insightful, diligent individual to fulfill the critical role of Development Coordinator position. The Development Coordinator will work collaboratively to advance the success of the Sarcoma Foundation of America's (SFA) Race to Cure Sarcoma run/walk event series. It is the premier run/walk series in the United States focused on raising awareness and research funds for sarcoma. The Race to Cure Sarcoma comprises family-friendly runs/walks held in 19 major cities nationwide. More than \$1.5 million is raised for sarcoma research annually through these events.

Reporting to the National Director, RTCS, the Development Coordinator will work with the Events team to support the department's administrative needs pertaining to event logistics, compiling event materials, responsible for donor communication, and merchandise inventory. The ideal candidate will have experience in nonprofit event planning and fundraising.

Responsibilities:

- Organize and compile event materials and merchandise to prepare for shipping.
- Monitor merchandise inventory.
- Assist with ordering materials for all events.
- Compose fundraising materials and e-mail content specific to fundraising events to motivate and inspire fundraisers.
- Support and track the development of event collateral and materials.
- Assist with gathering sponsorship opportunities and engage sponsors locally and nationally.
- As a member of the Events Team, work to improve donor relations activities related to these events.
- Adhere to best practices and event timelines. Ability to work with participants, donors, and volunteers.
- Assist with support of local site volunteers as needed; travel to event sites.
- Work with volunteer committees to engage them in fundraising and event logistics.

Requirements:

- Bachelor's degree in a related field and or a minimum of 3-5 years of relevant work experience.
- Work independently to prioritize work, set timelines, meet deadlines, and adjust work priorities as necessary.
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint) and ability to manage charts, spreadsheets, and databases.
- Proficiency with Customer Relationship Management Systems, Zoom, Teams, Outlook, and Internet tools.
- Resourceful, organized, detail-oriented, and highly responsive.
- Excellent written and oral communication skills.
- Willingness to learn the various functions of development and gain fundraising experience.
- Should be able to adapt easily to constantly changing situations, be creative, and able to produce prompt and effective results.
- Willingness and ability to travel and work evenings and weekends to attend fundraising events as needed (approximately 7-8 events per year).
- Previous experience working with donors desired.

This position is exempt/full-time. The staff works primarily remotely; however, some staff travel to the office infrequently throughout the month to prepare for events and complete other tasks. This position will be required to go into the office as needed to prepare for upcoming race events. SFA's office is in Montgomery County, Maryland, outside Washington, DC.

Please email your resume and cover letter with salary requirements to hr@curesarcoma.org with the subject line "RTCS Development Coordinator." Resumes will not be accepted without a cover letter or email. No phone calls, please. SFA is an equal opportunity employer and accepts applications from all.