



## Community Manager, Relay for Life

### Portage, MI

The Community Manager, Relay for Life position is a community based fundraising position that focuses on recruiting, engaging and retaining our volunteers to deliver fundraising results for our organization. Staff will execute a portfolio of Relay for Life events, with accountability for significant income targets, as well as event-related mission and advocacy activities. This position requires staff to work in a team environment with their volunteer leaders and volunteers.

- Accountable for the achievement of income performance targets
- Responsible for effectively and efficiently completing activities and meeting target deadlines in order to execute successful events
- Implements best practices for leadership development, increased participation and event revenue growth; drives and encourages creativity and innovation at the community level
- Develops and demonstrates skills in community organization, relationship building and talent identification and leadership development.
- Engages, trains and manages relationships with community volunteers to ensure successful events
- Work in a fun team focused, mission driven and collaborative environment!

### Requirements:

- Bachelor's degree in related field and/or equivalent combination of education and experience. One year related experience preferred, working within a multi-million dollar organization a plus.
- Excellent written and verbal communication, presentation, and interpersonal skills.
- Ability to recruit, train and motivate community-based volunteers.
- Strong customer service orientation, with extensive experience in effectively addressing and resolving issues with constituents.
- Remains composed under stress
- Must be able to lift 30 lbs and perform set up / take down of event equipment.
- Volunteer management

The events that you are managing will involve evening and weekend commitments. On average, staff will have 1-2 evening meetings a week. During April – September staff will have their feeder events and Relay for Life events several weekends throughout the season. Must be able to staff Friday and Saturday overnight Relay and other events, and remain onsite for the duration of the event.

**Travel:** 30%-40% - Must have access to car or be able to transport materials to and from meetings and special events/programs. We do reimburse for mileage.

**Benefits:** Medical, Dental, Vision, 403 (b) retirement plan, PTO, Company Holidays, and additional benefits to promote a work life balance.

Save Lives. Fulfill Yours.

ACS is an equal opportunity employer and actively seeks candidates from diverse backgrounds including women, communities of color, the LGBT community, veterans, and people with disabilities.

**Apply** [www.cancer.org/careers](http://www.cancer.org/careers)

**Application Deadline:** May 18<sup>th</sup> 2015