

Girls on the Run-Maine Fundraising & Events Manager



Our Organization

Girls on the Run-Maine is a local nonprofit organization dedicated to inspiring girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. Our program creates a safe place for girls to grow in confidence through identifying and processing emotions, goal setting, cooperation, healthy decision-making, and self-respect, while improving their physical health and stamina.

GOTR-Maine is dedicated to being an inclusive, diverse, equitable and accessible organization. We strive to eliminate barriers to participation, to create programming that engages all communities, to be intentional about staff and volunteer diversity, and to promote a culture of inclusion across the organization. We warmly welcome the participation of any child who identifies as “girl,” non-binary, or gender expansive in our programs. We are committed to leveraging our intellectual, financial, and human resources to advance strategies to be inclusive, equitable and accessible to all.

We currently serve 1,000 girls per year in 70+ communities across Maine.

Position Summary

The Fundraising & Events Manager reports directly to the Executive Director. The ideal candidate will possess a passion for and commitment to supporting the social, emotional and physical health of girls by increasing contributed revenue for the organization through diversified funding streams. The overall goal of the position is to develop strategies to continually identify, cultivate and steward donors and fundraising volunteers to increase and diversify philanthropic revenue sources. This position is an integral member of the GOTR team and is best suited for individuals who are strong at developing personal relationships, highly organized, and flexible in the face of the unexpected. Interested candidates should familiarize themselves with our mission, core values, and programs, as described on our website: <https://www.girlsontherunmaine.org/>

Key Responsibilities:

- Manage all fundraising and friend-raising events
- Recruit, engage and steward event sponsors
- Work with the Executive Director to strengthen the Board of Director’s engagement in fundraising
- Coordinate GOTR marketing and promotional obligations to our event sponsors
- Utilize Pinwheel CRM software to appropriately maintain donor, sponsor and volunteer data
- Represent GOTR at fundraising and friend-raising events and speaking engagements
- Work with Program Manager and Marketing Committee to develop and execute annual marketing plan that includes social media, website, and email newsletters to steward existing audiences and engage new and diverse audiences
- Prepare written fundraising proposals and grant applications

Specific tasks and goals include:

- Manage and execute our Sneaker Soiree social event every other year with a goal of raising \$25,000+ through sponsorships, ticket sales, raffles, and auction
- Manage online auction in alternate years
- Build and manage a new annual fundraising event



- Proposed event: Star Power 5K event for adult runners
- Income goal for year 1: \$20,000
- Manage the SoleMates peer-to-peer fundraising program with the goal to raise \$10,000/year
- Build and manage an Adopt-a-Team small business fundraising drive
- Support staff team with planning and execution of 2-3 annual season culminating 5k events for program participants

We're looking for:

- Passionate about Girls on the Run's mission and core values
- 5+ years of demonstrated fundraising experience in a non-profit community impact environment with proven success in raising funds through diversified funding streams
- Outstanding communication skills in multiple environments and with a range of audiences
- Highly organized and thrives in a fast-paced, multi-tasking environment
- Flexible and adaptable
- Tech savvy with experience developing content and managing social media and peer-to-peer fundraisers
- Experience in volunteer management, large scale event planning, working with a Board of Directors
- Connections to the local community
- Driven and goal-oriented

Work Environment:

Our team is passionate about supporting each other. We celebrate each other's successes, are quick to lend our help and share our knowledge, we work collaboratively and believe wholeheartedly in the work that we do. In this position, you can expect a work culture that trusts and empowers you to work autonomously with the support of your team when you need it, that appreciates you for who you are as a person not just an employee, and that promotes a healthy work-life balance.

To support your success, you can expect:

- The opportunity to work with an engaged and motivated Board that works hard and proactively raises funds in partnership with staff
- Strong support from Girls on the Run International providing programming support and resources
- A small but mighty staff who are passionate about working together to fulfill the mission and have fun along the way
- A flexible work schedule with 2 days in office and 1-2 days remote most weeks
- Respect for work-life balance. You will work hard, but we respect your need to recharge your batteries
- Generous paid time off

This is a part-time, 25 hour/week position based in Westbrook, Maine. The position requires that candidate be locally based to provide hands-on leadership and support to our fundraising operations. This role requires some local travel, with reimbursed mileage and frequent in-person and virtual

meetings and events with staff and stakeholders. Availability on nights and weekends (as needed) for GOTR events, funding opportunities and ambassador engagements.

This is an hourly position offering a compensation range of \$23 - \$26/hour, commensurate with experience. In addition, Girls on the Run-Maine provides up to three weeks of paid vacation, 6 paid holidays and a \$1,000 annual stipend towards healthcare costs. Healthcare coverage is not included.

Ideal position start date is December 1, 2022. Please submit a cover letter and resume to Emily Clark, Executive Director, at emily.clark@girlsontherun.org. Only applications with cover letters will be considered.

Girls on the Run believes that all girls and communities should have access to our programs. We warmly welcome the participation of any child who identifies as "girl," non-binary or gender expansive in our programs. We strive to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

