



Job Title: Campaign Manager of Recruitment & Community Outreach of Cheetah Charity Runners (CCR) Program

Classification: 5 to 10 hours per week

Reports to: CCR Board of Directors

The Cheetah Charity Runners program is the Emilio Nares Foundation's (ENF) fitness and fundraising team that participates in running endurance events and raises funds for ENF programs. Its mission is to empower others to positively enhance their lives through running and racing in a fun and supportive atmosphere while raising important funds to help children battling cancer. For more information visit: www.cheetahcharityrunners.org.

The Emilio Nares Foundation is a nonprofit organization that helps families navigate through their child's journey with cancer. Please visit our website to become familiar with our work: www.enfhope.org.

Position Summary

The Part Time Campaign Manager will be primarily responsible for new participant recruitment and community outreach.

Primary Duties & Responsibilities:

- Support development of marketing materials (brochures, recruitment materials, promotional flyers, etc.).
- Drive implementation of campaign marketing and recruitment initiatives including, but not limited to, email campaigns, social media campaigns, direct advertising, informational meetings, grassroots initiatives, media campaigns, etc.
- Support growth of the program in the Greater San Diego Area with a focus on lead generation (recruitment) of fundraising participants and sponsors.
- Focus on generating awareness and interest for CCR/ENF at community events and with retail and community partners/sponsors. Identify and network with corporations, community groups, schools, and key donors to promote CCR.
- Implement sponsor prospecting and retention plans to increase sponsorship revenue. Develop relationships with sponsors/donors to secure cash, in-kind donations and marketing benefits/partnerships for CCR.
- Attend the Cheetah Charity Runners Board of Directors Meetings when needed.
- Perform other related duties as assigned.

Critical Success Factors:

- Proactively identifies opportunities for CCR program growth and awareness.
- Maintain a working knowledge of the ENF mission and its programs to ensure a strong mission connection for all those involved with the CCR/ENF.
- Ability to manage multiple priorities to meet critical deadlines.
- Team player dedicated to ensuring that the CCR program is projecting a professional, cohesive and collaborative image at all times.

Requirements:

- Minimum preferred education - Bachelor's Degree or equivalent work experience in customer service and/or marketing/sales. Preferably 3 or more years fundraising, sales or marketing experience.
- Technically proficient with Microsoft Office and various database programs.
- Social Media expertise across multiple platforms.
- Attention to detail with exceptional people skills is a must.
- Ability to create and deliver impactful fundraising presentations.
- Enthusiastic, self-motivated and committed to excellence.
- Highly organized and professional demeanor.
- Resourceful, promotions savvy and problem-solving acumen.

Qualified applicants please submit a cover letter and resume to crruninfo@gmail.com. Cover letter should include why you are interested in this position.

The Emilio Nares Foundation is an equal opportunity employer and complies with all Federal and State regulations.