



Position: Non-Profit Walk Coordinator (Contract)

Location: St. Louis, MO (must be local) *Work from Home/Part-time/Flexible Schedule*

Project Duration: approximately 6-7 Months

Time Commitment: project generally requires 3-10 hours of focus per week

Total Project Compensation: \$3,000

Event Planning & Execution * Volunteer Management * Marketing & Promotion * Fundraising

The Huntington's Disease Society of America (HDSA) Missouri Chapter is seeking a high-energy Walk Coordinator to oversee and facilitate planning of the **2020 HDSA's Team Hope Walk Campaign April 25, 2020 in St. Louis, MO.**

Key Responsibilities:

- Development and oversight of The Walk Committee utilizing contacts from HDSA chapter and national and securing new volunteers.
- Fundraising through the acquisition, retention and management of sponsors utilizing committee and chapter contacts. (Includes corporate, in-kind, and cash sponsors.)
- Recruit, support, retain, and acknowledge participants and team captains to encourage and increase fundraising, establish teams, increase participation, facilitate wrap promotions.
- Manages Vendor Management.
- Oversight of volunteers including selection, communication, training, and recognition.
- Prepares and coordinates communication to media.
- Coordinates promotional activities to ensure the success of events and to enhance public awareness.
- Manages all mailings: Save the Date- Sponsor Letters - Brochures.
- Organizes and maintains assigned event correspondence, financial records and statistical reports and facilitates event records, evaluations and reports within appropriate timelines.
- Management of day of event logistics, revenue and expenses.

Ideal Candidate will possess:

- 2+ years fund raising, communications, sales, or marketing experience.
- Non-profit work experience desired.
- Previous experience with event planning logistics of Walks in some capacity preferred.
- Exceptional organizational skills.
- Excellent computer skills and a solid working knowledge of MS Office and social media platforms.
- Creativity and innovation to achieve aggressive goals and create awareness to execute a successful Walk.

To apply please email resume to Peggy Cribbin, HDSA Regional Director at: pcribbin@hdsa.org

Phone: 314-647-4372

The Huntington's Disease Society of America is the premier nonprofit organization dedicated to improving the lives of everyone affected by Huntington's disease. From community services and education to advocacy and research, HDSA is the world's leader in providing help for today and hope for tomorrow for people with Huntington's disease and their families. HDSA's network of chapters, affiliates, HDSA Centers of Excellence, social workers and support groups provides a seamless connection for help, education and outreach to HD families and health care professionals across the United States.

Our Mission: To improve the lives of everyone affected by Huntington's disease.

Our Vision: A world free of Huntington's disease. <http://stlouis.hdsa.org/>