



**National
Multiple Sclerosis
Society**
Pacific South Coast
Chapter

5331 SW Macadam Avenue, Suite 290
Portland, OR 97239

The National Multiple Sclerosis Society, Oregon Chapter is seeking a **Walk MS Manager**. This full-time, salaried position manages the logistics of the Walk MS event to achieve fundraising, public relations and community relations goals to support our organization's mission. In April of each year, we host nine walk events, engaging over 5,000 walkers, 500 volunteers and raises nearly \$600,000 annually. In addition the Walk MS Manager will work with the Development team in the planning and execution of Bike MS and other special events as assigned.

ABOUT THE MS SOCIETY

The National MS Society is a collective of passionate individuals who want to do something about MS now—to move together toward a world free of multiple sclerosis. MS stops people from moving. We exist to make sure it doesn't.

We help each person address the challenges of living with MS through our 50-state network of chapters. The Society helps people affected by MS by funding cutting-edge research, driving change through advocacy, facilitating professional education, and providing programs and services that help people with MS and their families move their lives forward.

- We are moving research forward by relentlessly pursuing prevention, treatment and cure.
- We are moving to reach out and respond to individuals, families and communities living with multiple sclerosis.
- We are moving politicians and legislation to champion the needs of people with MS through activism, advocacy and influence.
- We are moving to mobilize the millions of people who want to do something about MS now.

ESSENTIAL DUTIES:

- Plan, coordinate, and execute logistical needs for all Walk MS event sites with the Director of Development
- Manage permit process and relationships with local municipalities
- Assist the Director of Development in managing and soliciting event sponsors, including cash and in-kind donations
- Create and execute general participant communications
- Maintain the event timeline, budget, expenses and other event management needs
- Recruit and cultivate event participants
- Work with NMSS staff to coordinate event day of logistics
- Work with Volunteer Coordinator to manage event volunteers
- Develop vendor relationships
- Ensure that all activities are implemented professionally to achieve the funding goals of the Chapter.

QUALIFICATIONS:

The Walk MS Manager must possess a Bachelor's Degree, and should have three to five years special event experience and a proven track record of success in planning and implementation of special event fundraisers. Past experience in managing large scale events with 1000+ participants and/or generating revenues of \$500,000+ is highly desirable.

Knowledge and well-proven skills are required in writing, organization, communication, evaluation, problem-solving, people and project management, and public speaking. The person in this role will possess strong leadership skills, the ability to be creative and develop new ideas and processes, flexibility, and the ability to handle many, varied responsibilities on a daily basis, as well as work effectively in a team-based environment.

This position operates in a fast-paced environment that requires the ability to develop and maintain timelines, provide direction to others quickly and succinctly, and maintain exceptional organizational skills. The leader in this role will have a strong understanding of fundraising, and the ability to develop strong personal relationships. A high level of software proficiency is critical in this position especially in Microsoft Office software including Outlook, Word and Excel.

The Walk MS Manager must be committed to supporting the National Multiple Sclerosis Society's goal of creating a world free of MS.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, walk on a frequent and prolonged basis.
- Ability to carry, stoop, kneel or crouch as needed.
- Ability to lift items up to 25 pounds (and up to 50 pounds with assistance) frequently during events including the advance preparation for events, during events, and post-event cleanup.
- Ability to use a computer for prolonged periods of time.
- Ability to use visual and auditory skills on a daily basis.
- Ability to travel and have access to a vehicle.
- Ability to verbally communicate on a frequent basis.

COMPETITIVE SALARY & BENEFITS INCLUDED

Interested candidates may apply online at:

<https://www1.apply2jobs.com/NMSS/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=340&CurrentPage=1>

The National Multiple Sclerosis Society is an equal opportunity employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.