



**National  
Multiple Sclerosis  
Society**  
Oregon Chapter

5331 SW Macadam Avenue, Suite 290  
Portland, OR 97239

The National Multiple Sclerosis Society, Oregon Chapter is seeking a **Bike MS Manager**. This full-time, salaried position manages the logistics of the Bike MS event to achieve fundraising, public relations and community relations goals to support our organization's mission. In August of each year, our event engages over 550 cyclists, 200 volunteers and raises over \$400,000 annually. In addition the Bike MS Manager will work with the Development team in the planning and execution of Walk 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:**

- Provide strategic direction and leadership to support revenue growth for Bike MS through a well-executed, safe, fun event.
- Prepare and execute annual Bike MS operational plan with schedules and timelines
- Plan, coordinate, and execute logistical needs which could include planning of route/rest stops, safety, food/beverage, bike partnerships, training rides, signage, volunteers and staff roles and weekend of event production.
- Develop, maintain and manage strong relationships and communications with team captains, event participants, sponsors, top fundraisers and vendors.
- Plan cultivation and kick off events for participants, teams, sponsors and top fundraisers.
- Recruit, train and mentor Bike MS committee members and act as a liaison to support successful execution of all components of event planning and execution (recruitment, cultivation, stewardship, cash and in-kind sponsorships, volunteers, etc.).
- Plan all committee meetings, take accurate minutes, evaluate progress, adjust goals and timelines accordingly and keep all members informed of decisions and changes in collaboration with event committee chair(s).

- Implement and manage recruitment, cultivation and stewardship strategies to achieve participant fundraising goals.
- Oversee risk management of events to ensure the safety of participants, volunteers and the community.
- 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 (including, but not limited to brochures, posters, newsletters, online promotions, Bike MS website)
- Maintain the event timeline, budget, expenses and other event management needs
- Work with NMSS staff to coordinate event day of logistics
- Work with Volunteer Coordinator to manage and train event volunteers
- Develop vendor relationships
- Ensure that all activities are implemented professionally to achieve the funding goals of the Chapter.
- Maintain accurate, organized and centralized records.
- Travel to Bike MS site locations and attend committee meetings and events in the evenings and on weekends, as needed.

#### **QUALIFICATIONS:**

The Bike 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 500+ 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 Bike 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=345&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.*