



Development Coordinator Job Description

Development Coordinator – Mid South Chapter

Bike MS: Bike to Jack and Back

Position Summary

Full time position responsible for fundraising, planning, logistics, and marketing for the chapter's Bike MS event in Middle Tennessee. Travel is required within the Chapter's territory but occasionally includes regional and national travel to seminars and meetings. The Development Coordinator is a member of a dynamic team with a core responsibility to build participant and donor relations to achieve funding goals for the Mid South Chapter. In collaboration with the Development team, this position is also responsible for assisting with marketing, fundraising and event execution.

Essential Duties

- Sales and marketing of Bike MS. This is a fundraising position.
- Plan, coordinate and execute logistical needs for Bike MS
- Manage permit process and relationships with local municipalities
- Manage event sponsors, including cash and in-kind donations
- Develop communication plan for Bike MS
- Assist with overall Development activities and events within the chapter
- Maintain the event timeline, budget, expenses and other event management needs
- Manage the recruitment and cultivation of event participants
- Manage event staff and volunteers
- Develop sponsor and vendor relationships
- Ensure all activities are implemented professionally to achieve the funding goals of the Chapter
- Manage risk management plans for Bike MS
- Manage other tasks and responsibilities to be assigned by the Development Manager and the Chapter President

Qualifications

The Development Coordinator must possess a Bachelor's Degree with a proven sales and/or fundraising track record. Three years of fundraising/event management experience with implementing special event fundraising is preferred. The position

requires a high level of creativity as well as fulfilling a significant amount of night and weekend commitments. Knowledge and proven skills are required in relationship building, customer service, organization, public speaking and communication. The compatible candidate for this position must possess a positive attitude towards the National Multiple Sclerosis Society, persons with multiple sclerosis and other persons with disabilities. The position requires the ability to balance multiple tasks and work independently. The leader in this role will have a strong understanding of fundraising and successful execution. A high level of proficiency in software applications is needed particularly with Microsoft Office (Word, Excel Outlook) and desk-top publishing. The availability of personal transportation is required with continuous automobile insurance coverage.

Physical Requirements

- Ability to sit, stand, walk for frequent and prolonged basis
- Ability to carry, stoop, kneel or crouch as needed
- Ability to lift items up to 50 pounds frequently for advance preparation of events, during events and post event clean-up
- Ability to use a computer for prolonged periods of time
- Ability to used visual and auditory skills on a daily basis
- Ability to travel and have access to a vehicle
- Ability to verbally communicate to internally and externally to various audiences

The National Multiple Sclerosis Society is an equal opportunity employer and is committed to recruiting a diverse pool of qualified candidates.

EOE/M/F/D/V