



JOB TITLE: Fundraising Coordinator (FC)

REPORTS TO: Chief Financial Officer (CFO) – Michele Sommer

Full time, in person

SUMMARY:

The Pan-Mass Challenge (PMC) is the largest peer-to-peer athletic fundraising event in the country and passes through 100% of all riders' fundraising to Dana-Farber Cancer Institute (DFCI). Since its 1980 inception, the PMC has contributed \$831 million to lifesaving cancer research and treatment at DFCI.

The PMC is a model of efficiency for all non-profit events. The professional team is made up of 11 full-time and one part-time staff, 6 summer interns and is supported by a 15-person Volunteer Head Staff; a 12-person Board of Directors; 6,800 cyclists; 4,000 volunteers; 47 communities; 200 companies, which donate \$5 million worth of merchandise and services; and more than 400,000 donors who support PMC cyclists.

The Fundraising Coordinator (FC) reports to the CFO and is a member of the PMC's management team. In addition to the specific responsibilities described below, the FC participates in long range planning and event analysis. The FC is responsible for all aspects of fundraising processing as well as rider and donor support. In addition, the FC participates in the production of PMC events. Specific tasks include:

RESPONSIBILITIES:

- Process donations from a variety of sources - checks, credit cards, Donor Advised Funds, ACH, Wire, Social Media - Facebook and Venmo, vehicle donations
- Reconcile daily donation summaries and resolve donation exceptions
- Verify donor information and manage acknowledgement process
- Work with the CFO and Technology team to develop, test and document process improvements for donation options and processing procedures.
- Support Riders and Donors by answering phone calls and emails about fundraising and participating in the event. Help riders become effective fundraisers by coaching Riders on use of fundraising tools and dashboard
- Help develop and update Fundraising Guide, "How-to" videos, Fundraising sections of website including, tools and tips, profiles, My PMC Dashboard, FAQs
- Create Venmo flow codes and add to rider profiles
- Review and edit Yearbook lists to ensure accuracy
- Assist with PMC weekend administrative and logistical tasks: such as registration, community communications, and lodging arrangements
- Assist with special events and programs, such as: Pedal Partner Program, Winter Cycle, Unpaved, stewardship events

QUALIFICATIONS:

- Mission-driven
- Knowledge of fundraising processes and an interest in increasing knowledge and gaining new skills
- Bachelor's degree or equivalent work experience



RED SOX
FOUNDATION

M&T Bank



- 1-2 years of professional work experience

SKILLS & COMPETENCIES

- Exceptional attention to detail
- Strong numeracy skills
- Able to handle many different tasks at the same time, prioritizing to meet deadlines
- Customer service mindset with outstanding verbal and written communications, and reporting skills required
- Self-Starter & Team Player: Strong work ethic with an ability to complete tasks independently and proactively
- Forward thinker: Actively employs critical analysis, asks questions and proposes solutions
- Flexible: Able to adapt to the wide-ranging tasks and an array of stakeholders; adapts to change with focus on innovation and efficiency
- Demonstrated ability to work independently in a fast-paced environment
- Dependability, cheerful with high energy and relentless in pursuit of goals
- Operates with a sense of accountability, meets goals and deadlines, follows through

This is a full-time position based at the Pan-Mass Challenge office in Needham, Massachusetts. The Pan-Mass Challenge requires proof of COVID-19 vaccination as a condition of employment, subject to applicable legal requirements.

The Pan-Mass Challenge is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.

