



Job Description

Program & Event Manager – Project Militia & Fit4Heroes

The Heroes Foundation exists because of people who confronted cancer and fought the good fight. The spirit, determination, and commitment of these people to survive are the legacies and characteristics that spurred the Heroes Foundation.

The Heroes Foundation is seeking to hire a Program & Event Manager to provide successful event coordination, planning and implementation for *Fit4Heroes*, a growing event with a tremendous amount of potential. In addition, this position would manage and develop the *Project Militia* program. Both the *Project Militia* program and *Fit4Heroes* event are keys to the overall mission success of the Heroes Foundation.

ESSENTIAL RESPONSIBILITIES:

- Ensures successful event planning, operations and execution including coordinating all logistics and planning, while identifying opportunities to amplify events across multiple platforms.
- Builds and maintains relationships with key stakeholders, including the Heroes Foundation board, staff, volunteers, event committee, event venue, sponsors, and community partners, etc.
- Works with Executive Director, other P&E Managers, board of directors, committee members and volunteers.
- Identify strategies to support initiatives to expand existing programs to reach our organizational goals.
- Utilize, update and assist with database records administration, automated communication, applicant tracking and system maintenance.
- May assume other duties as required.

EXPERIENCE/EDUCATION

1. A bachelor's degree preferred.
2. Three-five years of event coordination/project management experience, including defining and implementing development strategy, coordinating and leading volunteers preferably in a nonprofit environment.



KNOWLEDGE AND SKILLS

1. Proficiency in Microsoft Office programs and web-based software.
2. Excellent communication skills, both verbal and written.
3. Must be able to give professional presentations, speak at meetings and address groups and serve as a representative of the programs and the Heroes Foundation.
4. Demands a high-level of attention to detail, event management and execution, project planning, and the ability to establish priorities.
5. Must be able to manage multiple projects simultaneously
6. Must be self-motivated, have a passion for our mission, and be able to work autonomously.
7. Demands appreciation and respect for confidentiality of sensitive information.

TO APPLY

Qualified candidates should submit cover letter and resume to contactus@heroesfoundation.org.

Conceived in October 2000, the Heroes Foundation started as an idea among friends. An idea that resulted in the Heroes Foundation was born. The organization officially took the name, Heroes Foundation, in May 2001. As a registered 501(c)(3) public charity, the mission of the Heroes Foundation is to provide meaningful Support to cancer patients, education to promote cancer Prevention and resources to advance Research for a cure.