

mission

We change lives by creating a community of support for young adults, and their loved ones as they fight cancer and embrace survivorship.

Job Title: Program Manager, Team Fight

Reports to: Program Director, Support Through Sport Initiatives

Standard Hours: M-F 9 am to 5pm at UCF Baltimore Office, with nights and weekends for UCF events.

Our Mission

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Your Responsibilities in Our Mission

The TEAM FIGHT Program Manager is responsible for managing, developing and enhancing the TEAM FIGHT program and executing all relevant program activities. This includes, but is not limited to, program planning, recruitment of participants, meeting recruitment benchmarks, marketing and development of the program, fundraising, program enhancement and development, event planning and management (race weekend, social events, orientations, etc.) coaching and training, social media management, and general program administration (including race registrations, check entry, managing databases, monitoring fundraising efforts).

Manage and develop the TEAM FIGHT program and execute its activities through recruitment, marketing and program enhancements. Works within a team structure (with the Team Fight Program Coordinator, Awareness Through Sport Program Director and COO) to ensure the UCF mission, awareness and development interests are appropriately represented in all of Team Fight's events, programs, and projects.

Specific duties/action items would include (but not be limited to) working with the TEAM FIGHT team to:

- Identify recruitment opportunities for the TEAM FIGHT program and attend recruitment events;
- Recruit participants for all TEAM FIGHT events and meet designated recruitment benchmarks;
- Identify and evaluate all TEAM FIGHT key metrics;
- Establish key relationships with local athletic clubs, retail stores and community partners;
- Explore and develop new areas for marketing (print and digital) that will contribute to recruitment and enhancement of the TEAM FIGHT program and its brand;
- Plan and execute all aspects of race day events – including, but not limited to, working with race organizations to coordinate charity participation, attending expos, hosting pre-race luncheons, and planning for race day;
- Execute all TEAM FIGHT administrative tasks including race registrations, answering questions for participants and new members, check entry, monitoring fundraising efforts;

Cancer Changes Lives... SO DO WE!

Baltimore City

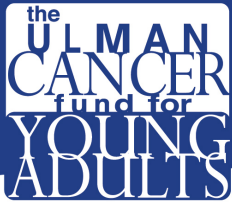
921 E. Fort Ave
Suite 325
Baltimore, MD 21230

Howard County

6310 Stevens Forest Rd
Suite 210
Columbia, MD 21046

Contact Us

(410) 964 0202
ulmancancerfund.org
@ulmancancerfund



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- Monitor TEAM FIGHT members' fundraising status;
- Assess the needs of the TEAM FIGHT members and develop solutions to address those needs;
- Develop TEAM FIGHT program materials for members – such as fundraising guides, overviews, etc.
- Lead the Team Fight gear designing and ordering process with vendors and manage inventory;
- Manage the TEAM FIGHT coaches committee through quarterly meetings and regular communications;
- Organize and plan training schedules (weekly trainings, clinics, etc.) to ensure a positive training experience for all;
- Ensure that all program activities are executed in a high-quality and timely manner;
- Support the TEAM FIGHT Program Director in strategic recruitment and networking activities;
- Improve communication and relations with existing participants and partners;
- Maintain a “Mission First “approach at all UCF/TEAM FIGHT activity

Essential Skills:

- Ability to seek out recruitment opportunities and engage participants
- Ability to think creatively and outside the box for new branding and marketing initiatives
- Ability to multi-task
- Communication and organizational skills are critical
- Able to work within a team structure
- Understanding of mission and programs of organization
- Flexibility to attend both evening and weekend events and activities, as needed

Educational requirements, credentials, licenses, or other required:

High School Degree: Required

Bachelors Degree: Required

Knowledge of endurance events preferred

Experience on a sports team preferred

Must have personal vehicle as travel will be required

Interested candidates should submit a resume and cover letter to Rachel Wiederhold at Rachel@ulmanfund.org

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