

Title: Manager, Sponsor Services & Fundraising

Employer: Houston Marathon Committee, Inc.

Salary: Commensurate with experience and includes comprehensive benefits plan

Commitment: Full-time

Working Hours: 40 hours/week plus evening and weekend events throughout the year



Please submit resume and cover letter to jobs@houstonmarathon.com with Sponsor Services & Fundraising in the subject line.

Phone interviews to begin on May 23. Goal for hiring is June or July.

Benefits:

- Hybrid work from home/in-office policy
- Fully paid health benefits package for all full-time employees
- 401k matching program
- Cell phone allowance
- Favorable PTO policy with vacation, sick, holidays, and summer schedule

Work you'll do:

The Manager of Sponsor Services & Fundraising will report to the Director of Business Development and be responsible for all communications both to our audience and media.

Responsibilities include but are not limited to:

Year-Round Duties – Houston Marathon Foundation

- Manage Houston Marathon Foundation (HMF) operational budget including bank reconciliations, tax returns, value in-kind donations (VIK), and QuickBooks
- Recruit participating organizations and corporations to support HMF through programs such as Run For A Reason (RFAR) and Corporate Partnership Program
- Research, write, and submit applicable grant applications for funding
- Plan and execute annual HMF Luncheon, hosted on race weekend
- Coordinate the sale of event tickets and procurement of auction items for HMF fundraising
- Document Board of Directors meetings for recap and follow-up action items

Year-Round Duties – Houston Marathon Committee

- Assist with development and implementation of a strategic sponsorship plan, including fulfillment of existing agreements and communication of activation goals between outside departments and sponsors
- Serve as a liaison to sponsors to determine race week execution needs; communicate and collaborate with other departments on feasibility and implementation
- Track sponsor deliverables and ensure that all contractual obligations are met
- Develop and communicate race weekend timeline and kits for sponsors
- Create and distribute post-event sponsor recap reports
- Contribute to communications (newsletters, social media, etc.) with Communications Manager ensuring fulfillment of all partnership agreements

- Coordinate sponsor participation in year-round community outreach events
- Assist in the planning of Sponsor Appreciation/Charity event post-race
- Assist leadership with the development of sales strategies, prospecting, and sales. This includes sponsorship renewals, new sponsors, VIK agreements, and collaborative initiatives with stakeholders.

Race Weekend

- Plan and execute pertinent race weekend events
- Events may include credential pick-up location, race day breakfast, race day transportation for VIP's to start and finish, and industry guest tour
- Recruit and manage volunteers to assist with race week operations

Qualifications:

- Four-year degree in Communications, Marketing, or related field required. In lieu of a degree, relevant experience may suffice.
- Minimum 3 years' experience, preferably in event management and/or customer relationship management
- Excellent written and verbal communications
- Familiar with Microsoft Office, including Outlook, Word, Excel, PowerPoint, and Teams
- Ability to take initiative, work independently, and perform effectively within a team environment
- Strong interpersonal, organizational, and planning skills
- Detail-oriented with ability to multi-task and handle a deadline-driven environment
- Team player, able to interact positively with diverse volunteer members, employees, and external constituents
- Ability to work nights and weekends as needed, particularly during peak season of October through February. You will meet with volunteers both before and after the race, and these meetings are typically held in the evenings. We also have some evening organizational events, such as the Hall of Fame or Sponsor Appreciation dinners. We occasionally host weekend events, such as community outreach events, committee-wide meetings or work days at our warehouse.

Preferred:

- A working knowledge of the running industry and sports event management
- Experience working in a fundraising environment

The Houston Marathon is an Equal Opportunity Employer.

At the Houston Marathon Committee, we celebrate diversity and equity. We are committed to creating an inclusive environment, and encourage people of all backgrounds, perspectives, experiences, and skills to apply. The HMC is proud to be an equal employment opportunity employer. All employment decisions are made without regard to race, religion, color, national origin, gender, gender identity, the presence of a sensory, physical, or mental disability, medical condition, military status, marital status, pregnancy or childbirth, sexual orientation, age, genetic information, status as a victim of domestic violence, sexual assault or stalking, political ideology, or any other non-merit-based factors.

Company

The Houston Marathon Foundation (HMF) is a 501(c)3 non-profit organization that is devoted to supporting the advancement of running as an element of a balanced and healthy lifestyle. The HMF has invested more than 3 million dollars into the greater Houston community and the development of elite US distance runners.

Formed in 1972, the Houston Marathon Committee, Inc. (HMC) is a 501(c)4 nonprofit organization that plans an annual multi-race running event (marathon, half marathon and 5K). The HMC is comprised of a volunteer board of directors, 12-14 staff members, 175 volunteer committee chairs and approximately 7,500 race day volunteers.