



## **TORCH RUN EVENT COORDINATOR POSITION DESCRIPTION**

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The Torch Run Event Coordinator is a full-time exempt position that is responsible for coordinating, managing and marketing various fundraising events for the Law Enforcement Torch Run (LETR).

### **REPORTS TO**

Vice President of LETR

### **QUALIFICATIONS**

- BA/BS preferred
- Non-profit fundraising experience preferred
- High energy and enthusiasm with the ability to work effectively with volunteers required
- Demonstrated success in soliciting and obtaining corporate and individual sponsorships for special events desired
- Advanced computer skills and knowledge in Photoshop and web/social media content publishing is necessary
- Organizational skills and ability to multi-task and meet deadlines is required
- Must pass required SOIA background check and Class A Volunteer certification

### **RESPONSIBILITIES**

- Work in conjunction with Vice President of LETR with coordinating and managing the implementation of various Torch Run projects and events throughout the state
- Recruiting and motivating volunteers for events
- Managing logistical aspects of the Law Enforcement Torch Run, including fulfillment and back-end reports
- Researching, identifying and cultivating donors/sponsors for the Torch Run
- Developing and nurturing relationships with statewide law enforcement representatives
- Assist other staff with events and projects
- Build and strengthen relationships in all aspects of community and public relations
- Publication of brochures, flyers and other marketing materials
- Assists in the development and execution of Unified Champion Schools fundraising
- Efficient management of LETR social media, website and online fundraising platform
- Other duties as assigned

To be considered for this role, submit a cover letter, resume, references and salary requirements to [jsteinfeldt@soiowa.org](mailto:jsteinfeldt@soiowa.org). No phone calls accepted. The position will remain open until filled.

**Richard O. Jacobson Headquarters and Training Center**

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