



Summit for Someone Program Coordinator

The Summit for Someone (SFS) program is an adventure-based fundraiser designed to support the programs and mission of Big City Mountaineers. The SFS program is a peer-to-peer fundraising program modeled off of other charity event series such as Race for the Cure, Out Living It, and AIDS Lifecycle. The SFS Coordinator will be charged with administering critical aspects of the program – scheduling trips, planning trip details, managing web pages, tracking donations in Salesforce, and providing high-quality customer service to SFS fundraisers. Each climb is a fundraising event and maintaining a high standard of quality throughout the SFS experience for each participant is critical.

In 2018, BCM will schedule guided climbs of some of North America’s most renowned mountains. For each climb, the SFS Coordinator will be charged with ensuring that every detail is established and well-executed. The SFS Coordinator will also ensure timely and accurate reporting of climber numbers and their fundraising accomplishments. The position will make sure that each participant/fundraiser is being recognized and appreciated for their hard work through timely communication, responses to inquiries, and the delivery of participant gear packages. Lastly, the SFS Coordinator will develop systems internally that allow for the best possible flow of information to participants, partners, and internal audiences.

Participants creating their own fundraising events on behalf of BCM have become increasingly popular. In fact, BCM had more of these “Custom Challenge” participants in 2017 than participants on traditionally scheduled climbs. Fostering this new development within the SFS Program which allows individuals to get creative and turn their own adventures into fundraisers for BCM will be a high priority for the SFS Coordinator. Moreover, companies are approaching BCM with corporate themed fundraisers of their own and the SFS Coordinator will need to ensure the successful execution of these “Corporate Challenges”.

However someone is participating in a BCM fundraiser, it is the SFS Coordinator’s job to ensure the highest quality customer care is being met. This is a development/fundraising position. SFS participants are some of our best advocates and donors so it is of the utmost importance that we establish a strong relationship between the participants and BCM.

Reports to: Executive Director

Required Job Skills:

- Experience managing websites in WordPress
- Salesforce experience highly desired
- Donor relations experience highly desired
- Experience using Classy online fundraising software a plus

- High degree of self-motivation and self-management
- Excited and motivated by our mission to instill critical life skills in under-served urban youth through transformative wilderness mentoring expeditions.
- Prior experience in event planning
- Strong organization skills
- Strong verbal and written communication skills
- Mastery of Microsoft Suite Software
- Comfortable being held accountable to expectations
- Experience working in the Outdoor or Guiding Industry a plus

Specific tasks for this role will include:

- Responsible for WordPress website edits as trip details shift.
- Coordinate changes to fundraising pages with third-party crowdfunding partner.
- Coordinate gear incentives for climbers and prizes to promote fundraising. Manage inventory and coordinate product fulfillment for all climb participants.
- Respond to all inquiries from SFS participants and prospective participants.
- Manage all mountain guide relationships connected to BCM and Summit for Someone.
- Work with the development team to execute strategies that keep BCM donors (acquired through SFS) for the long term.
- Establish and maintain a robust “SFS Ambassador Program” comprised of former climbers to serve as a primary recruitment tool for future seasons.
- Develop a recruitment event calendar for SFS Ambassadors, board members, and staff to attend.
- Develop a suite of fundraising tools and promotional materials for participants to use when fundraising.
- Work with Donor Relations Manager to establish a communications and stewardship plan for SFS participants.
- Work with Corporate Relations Director to initiate and execute corporate fundraising events.

Hours/Compensation:

This is a full-time (40 hours/week) position but sometimes requires evenings and weekends in order to get the job done. The salary for this position will start at \$40,000 annually. The position offers a generous health care plan, paid holidays, and three weeks paid vacation.

Submit Your Resume To:

Bryan Martin
 Executive Director
 bryan@bigcitymountaineers.org
 Reference “SFS Coordinator” in the Subject Line

Deadline: September 1st, 2017