



## **POSITION DESCRIPTION**

**POSITION:** Community Cornhole Coordinator

**REPORTS TO:** Chief Development Officer

**SCHEDULE:** Full-time (including weekend events)

**SUMMARY:** For Pete's Sake Cancer Respite Foundation (FPS) helps adult cancer patients and their loved ones confront cancer hardships together through respite travel experiences which strengthen the healing force of their bonds and create immeasurable joy amidst devastating crisis. We strengthen the hearts of these courageous individuals as they battle the psychological, emotional, economic and spiritual trauma that accompanies a cancer diagnosis. This respite experience is in a comfortable, secure environment that fosters a celebration of love in the face of uncertainty, affords vital reflection and relaxation in the midst of turmoil and promotes faith and inspiration in the shadow of adversity. Lasting memories of this respite help to show that it is the patients' priceless lives, not the cancer that defines them.

Inspired by the late Peter R. Bossow, Jr., FPS offers adult cancer patients and their families time away to refresh, reconnect and rejuvenate. Peter, together with his wife Marci, discovered that a respite from the countless hours of needles, tests, nausea and associated treatment ailments was a peaceful way to refocus and embrace life's unexpected journey.

Patients must be nominated by a health care professional to be eligible for the program. To participate, a patient must be between the ages of 24 and 55 with a physician diagnosis of cancer. Other requirements are necessary and are clearly outlined on the FPS website. Presently, FPS sends patients and their families to the Woodloch Resort in Hawley, PA for a five-night six-day respite experience and absorbs all expenses directly related to the respite, including associated travel costs. FPS presents each patient with a travel bag that contains a generous cash stipend for the week, toiletries, robes, journals and inspirational writings related to the journey.

## **Position Description:**

The Community Cornhole Coordinator is responsible for all marketing and execution of the Cornhole for Cancer initiative and acts as the lead person in charge at CH4C events. Working with interns and volunteers provided by the hosting company or organization, this person will be the lead FPS representative onsite and will have total oversight of event management as it relates to this initiative. The Community Cornhole Coordinator must be present at all events. FPS aims to host up to 50 Cornhole for Cancer events annually, and the success of this initiative will directly correlate to the marketing employed by the Coordinator for schools, business and other organizations.

## **SPECIFIC RESPONSIBILITIES:**

### **I. General Cornhole for Cancer Event Coordination**

- Responsible to effectively lead the management of FPS event activities related to all aspects of CH4C to ensure that each event is held with the utmost integrity and in full compliance of the best practices of the organization.
- Oversee the strategic approaches to the CHFC event and make recommendations for improvement.
- Represent FPS and its mission at every CHFC event, ensuring that all spectators have an enriching experience with FPS.
- Act as a liaison for FPS in communicating with CH4C attendees and prepare and disseminate all event communication with attendees.
- Participate in all planning, execution and follow up around CH4C events. This includes communication with host groups, venue locations, winners, event organizer and volunteers, and formulate all post event outreach.
- Empower each CH4C Organizer to feel 1) responsible for the success of the event, 2) be accountable for decision making and 3) be connected to the FPS community.
- Work with FPS vendor Do the Right Theme, or any other vendor, for all event set up.
- Manage event asset management, including inventory counts and storage of all the materials necessary for CH4C.
- With Finance Officer assistance, review budget for event and help ensure event operation is within constraints of budget and timeline; provide all post event reporting for reconciliation.
- Manage event merchandise, games, promotional and materials.

*Measured by: Success of reaching fundraising goals and positive feedback from partnering companies and nonprofits.*

### **II. Organization and Oversight of Scoreholio Software and Technology**

- With assistance from interns, prepare all Scoreholio software with event participants to conform with the tournament type suggested by the host group.
- Communicate with FPS data administrator to receive appropriate reporting from the Raiser's Edge and ensure that gifts are properly categorized into the Raiser's Edge appropriately (earmarked to the correct fund, etc.) after the CH4C event.
- Continually improve the Scoreholio experience for attendees and the technology employed to make each event a fulfilling participant experience.

*Measured by: Overall success in number of events that the software is used at event.*

### **III. Marketing and Promotion of Cornhole for Cancer Events**

- Interface with the FPS Marketing Department to help ensure that the marketing needs of the events are thoroughly defined, tasks for completion are implemented, and promotion of the CH4C event is effective.
- Update the CH4C website and all ancillary marketing material both in print and virtual to ensure a successful initiative and all tournaments are well represented.
- Submit event information to Marketing for web and social media posting, both pre and post event, along with contemporaneous event feedback for live video of events.
- Assist Marketing Department with development of literature, printed and electronic collateral, and other devices to capture leads, feedback, and stories.
- Promote future Cornhole for Cancer events with strategic marketing campaign and be responsible for continuing to develop a potential candidate pool to host events.
- Effectively represent FPS and this initiative with schools, corporate businesses, other organizations, etc. as part of a marketing outreach program to promote this initiative.

*Measured by: Overall success in fundraising and friend-raising of the CH4C events.*

#### **IV. Volunteer Liaison for Cornhole for Cancer Events**

- At each CH4C event, effectively train and manage a small contingent of event volunteers.
- Work with volunteers to ensure an enriching experience for all participants.
- Tracks all volunteer contact information so that FPS can effectively communicate post event with all those that assisted and provide adequate thank you outreach for this dedicated group.
- Be the point of contact for all volunteer questions and coordinate, with help from event interns, the volunteers for the event.

#### **KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of special event management, especially cornhole.
- Knowledge of technology use in event logistics.
- Strong knowledge of event planning logistics, promotion, advertising, and publicity.
- Strong problem-solving skills.
- Ability to establish and maintain effective working with the public, (corporate and philanthropic community).
- Proven ability to successfully manage multiple projects, meet critical deadlines and multitask in a dynamic environment.
- Scoreholio and management of prior cornhole tournaments helpful but not necessary.

#### **TRAINING AND EXPERIENCE**

- Strong written and oral communication skills.
- Strong people skills.
- Development role/special event management/event marketing experience helpful.
- Ability to effectuate mission of FPS and be passionate about the cause.
- Familiarity with cornhole and Scoreholio preferred.
- Salary commensurate with knowledge, skills, abilities, training and experience.