Role: Manager, Charity Program, Fundraising, and Special Events

The Chicago Area Runners Association, CARA, is a 501(c)(3) not-for-profit organization committed to serving and advocating for the local running community. We are Chicagoland's running club, providing accessible opportunities for all runners to train, race, learn, be social and volunteer.

With a growing membership exceeding 10,000, CARA is the nation's third-largest running club. CARA offers a wide range of programming and events, totaling over 1,300 dates per year.

Job Description:

The "Manager, Charity Program, Fundraising, and Special Events" will focus on leading CARA's charity partnership program, growing the organization's own charity fundraising team (Team CARA 'Go Run), and providing staff support for fundraising initiatives of the Development Committee. The role will also support and grow into leading the direction of assigned events (Marathon VIP, Volunteer Appreciation Party and Shamrock Shuffle CARA HQ) and programs, and will take the primary lead role in volunteer coordination for the organization.

CARA seeks candidates who fit these characteristics:

- Has previous career experience, ideally in a related role such as non-profit sector, community programming, fundraising, running industry, or events management
- Has a history of involvement, preferably in leadership, within running groups and or clubs
- Has a strong understanding of, and experience participating in, the Chicagoland running community
- Strong knowledge of Chicago and the surrounding suburb communities
- Experience working within, or with, charities and the non-profit sector
- A record of success in non-profit development and fundraising
- Cultural competency and sensitivity to diverse cultures, backgrounds, and communication styles
- Has a passion and commitment to the Chicago Area Runners Association's mission and the running community
- Is creative, enterprising, and inventive, with the ability to take ideas from concept to market
- Is a high energy 'people person' with excellent public speaking and written communication skills
- Has an attention to detail, organized, reliable, punctual, appetite for learning
- Has strong computer skills, with the ability to quickly learn productivity, membership and participant management programs
- Is professional, able to collaborate in a team environment, and ability to remain calm under pressure and stress
- Is able to support load-in and load-out process for events, including lifting items up to 40 pounds
- Has access to reliable personal transportation, insurance, and a valid driver's license

General: This role reports directly to the Executive Director. The position will be based out of CARA's office in Chicago's Pilsen neighborhood. This is a full-time salaried position ($40,000 to $48,000) and includes CARA's standard benefit package which includes health and dental insurance. CARA offers its staff an opportunity for a flexible work schedule outside of active programming hours. Due to the nature and timing of running events this person should expect to regularly work outside of standard business hours, including mornings, evenings and/or weekends (25-30) . This person should be prepared for routine travel to local events, current and future CARA races (Miles Per Hour, Wintrust Lake 10 Miler & 5K, Trail Series (Spring and Summer), Chi-Town Miles, and Ready to run) and programs throughout the Chicagoland area. The position start date is immediate.

To apply, email with subject line "Manager, Charity Program, Fundraising, and Special Events" a letter of application, list of three references with contact information, and a link to applicants LinkedIn profile. In absence of a LinkedIn profile, a PDF resume will be accepted. Send application to jason@cararuns.org. No phone calls or in-person delivery of applications please. Letter of application should at minimum reflect an authentic interest in and understanding of this specific role.