

Range of Motion Project

Job Title:

Events & Outreach Manager

Department:

ROMP Development Department

Base:

Denver, CO (hybrid in-person and remote)

About ROMP and our culture:

Each and every employee contributes directly to ROMP's mission which is to ensure access to high-quality prosthetic care for underserved people, improving their mobility and independence. We hope that you take pride in being a member of our team. Additionally, ROMP's values of Human Dignity, Empowerment, Sustainability, and Community guide all that we do. You can learn more about these values on our website at: www.rompglobal.org. We hope that your experience as an employee of ROMP will be challenging, enjoyable, and rewarding. ROMP staff deeply cares about each other and our patients. We are a passionate group of people from around the world who are invested in equitable access to technology, prosthetic care, community, and the outdoors, and it shines through in our work every day. Many of us have passions outside of work as well, including family, the outdoors, art, music, and more. We pride ourselves on creating an inclusive and fun environment to work in and are open-minded to new approaches and ideas. Oh, and we also love puns.

Salary range:

\$45,000 - \$50,000 annual starting salary based on experience level.

Benefits:

- Flexible work environment and hours if needed by request.
- Paid time off accrual at 1.5 days per month worked in the first year of employment.
- The week between Christmas and New Year is additional paid time off for the entire global staff (usually 5 work days off).
- 10 paid national holidays throughout the year.
- Parental leave, maternity leave, and medical leave coverage.
- Health care coverage up to \$3.5k/year
- Travel covered (both domestic and international) for certain ROMP events, conferences, and staff meetings.
- Being part of a passionate, fun, and ambitious global team working together to change lives.

Summary:

The Events & Outreach Manager will support the Director of Development on current fundraising initiatives and help grow ROMP's community, mission, and impact. This job is heavily based on event planning, peer-to-peer campaigns, volunteer management, and donor/community relations. Your main focus will be growing and engaging our community, mainly through fundraising campaigns and events. **If applying, please have ample experience and proven success in most or all of the areas mentioned above.**

Areas of responsibility are included but not limited to:

1 - Development Administrative Work

- Process donations per the Donation SOP.
- Make thank you calls and write thank you cards when appropriate.
- Maintain the contact database for donors and volunteers, focusing on engagement and touchpoints.
- Help the Director of Development on an as-needed basis.

2: Peer-to-Peer Campaigns

- Take ownership of ROMP's Peer to Peer campaigns, including but not limited to Mobility May, Climbing for ROMP, Moving for ROMP, and Giving Tuesday.
- Manage, execute, and grow existing peer-to-peer campaigns.
- Create a strategic plan around growing our community of peer-to-peer participants.
- Manage all direct communications and outreach to recruit participants before the campaign, thank and engage participants and donors during and after the campaign.

3: ROMP Events

- Plan and execute the annual event (Year End Fiesta), including all event logistics, marketing, volunteer coordination, and communications.
- Manage our relationship with the Colorado Brewery Run Series and manage volunteer sign-ups through ROMP for these events. Be willing to represent ROMP throughout the summer at these weekend events in Colorado.
- Be willing to work nights or weekends periodically for events.
- Seek out new opportunities to engage with our community through events.

#4: Ambassador Program and Community Engagement/Growth

- Work with ROMP's Junior Board Team and Ambassador Team to restructure the program in 2023 and come up with annual goals and work plan. Our Ambassadors are ~50 volunteers who have committed to representing ROMP throughout the year and to help move our mission forward.
- Manage and implement special projects on an as-needed basis, assisting the ROMP team and volunteers in coordinating their own ideas, events, and projects.
- Develop an outreach plan and strategy to grow ROMP's community of volunteers, donors, and partners.
- Be willing to make phone calls and follow up with new contacts.
- **Create new and innovative ways to grow and engage our community.**

Reporting:

This employee will report directly to the Director of Development and work closely with all ROMP executive staff. This will include weekly meetings via Zoom. This employee will also join our full staff meetings weekly and report to our Ambassador and Board monthly meetings.

Required qualifications:

- *Willingness to work remotely during regular business hours or share time in our Denver office.
- *Represent ROMP in a professional manner at all times; be informed and prepared to speak on ROMP's behalf in any public situation with the potential for networking.
- *Experience in large-scale virtual and in-person fundraising and events.
- *Experience activating events and peer-to-peer campaigns.
- *Excellent team and individual work skills.
- *Demonstrated ability to convert interested stakeholders to volunteers and/or donors.
- *Excellent organizational skills, attention to detail, and follow-through.
- *Excellent spoken and written communication skills.
- *Be relationship-focused.
- *Excellent ability to keep to a timeline/plan and deal with uncertainty and change.
- *Deep interest/passion for human mobility and desire to grow with the organization.
- *Experience as a volunteer or staff in a philanthropic organization.
- *Passionate for ROMP's mission and programs.
- *Disposition to travel as required.
- *High emotional intelligence.
- *Ability to anticipate needs and solutions.
- *Ability to manage multiple tasks and deadlines.
- *Capacity for strategic or big-picture thinking.
- *Minimum of a BS degree or similar level of experience/training.
- *Minimum of two years of full-time work experience in non-profit, development, marketing, and/or event management with proven success.

Desired qualifications:

- *Experience in development work, donor relations, donor identification, and fundraising.
- *Experience in event execution and peer-to-peer campaigns.
- *Experience working with Asana, Kindful, Classy, Zoom, Hootsuite, Instagram, TikTok, Facebook, Mailchimp, and Canva (if not, we will train you).
- *Experience working in or knowledge of the orthotics and prosthetics industry or rehabilitation space is a significant plus.
- *Conversational level of Spanish. Equivalent to B2.
- *Knowledge of the Orthotic & Prosthetic industry is a plus.
- *Experience in marketing and social media is a plus.
- *Creativity and big innovative ideas are a plus!

Application Instructions:

- Please submit your cover letter and resume to ROMP at info@rompglobal.org with the subject line "ROMP Job Application: [YOUR FULL NAME]".
- Please include a cover letter and include one innovative idea, program, event, social media campaign, or something else that would fit with ROMP's mission/values/vision and help grow our community/fundraising. It can be an example of an event, campaign, or awareness campaign you've managed before and adapted to ROMP.
- If you have done a DISC assessment, Clifton Strengths assessment, Values exercise, or anything similar, we'd love to hear your results if you feel comfortable sharing. These are only to learn more about you and how you will potentially fit in with our team - there are no right or wrong answers, and we will not eliminate any candidates based on results. If you'd like to take a DISC assessment, here's [a free online test](#).

Application Deadline: Friday, December 9th by EOD 5pm MST.