

**Position Description:**  
**Walk Chair for the TBF Walk for a Cure**  
**Terri Brodeur Breast Cancer Foundation**

**Position Overview:**

The Terri Brodeur Breast Cancer Foundation, a non-profit organization, seeks a talented, organized person for a part-time position of Walk Chair for the TBF Walk for a Cure, the Foundation's signature annual fundraising event held in early October each year. TBBCF is a 501(c)(3) non-profit organization dedicated to providing critical funding to researchers in search of a cure for breast cancer. Through sponsorship and volunteerism, TBBCF is able to direct 100 percent of total gross fundraising efforts to breast cancer research.

The Walk Chair position is responsible for the overall success and growth of the TBF Walk for a Cure, leading a team of Walk leaders and over 160 volunteers to deliver an exceptional walk experience for all participants. This position also plays a critical role in recruiting, supporting, empowering and engaging all key volunteers for the Walk event.

The Walk Chair reports to the Director of Operations and is accountable to the Board of Directors. The Walk Chair will work from our office location in New London, CT, as well as remotely. Attendance at late afternoon / evening meetings required.

**Essential Role Responsibilities:**

- In conjunction with the Procurement leader, develop a walk budget early in the calendar year and manage to the budget to deliver a fiscally responsible Walk budget. Keep the Board of Directors apprised of any walk budget issues throughout the year.
- Apply for and secure all required permits early in the calendar year.
- Develop and manage a detailed project plan of all key deliverables required to create a successful event.
- Lead a team of 12-15 volunteer walk team leaders to deliver a high quality, inspiration, successful Walk for a Cure. Overall responsibility for attracting and engaging over 150 total volunteers; recruit for any open volunteer team leader positions.
- Schedule and lead team leader meetings from May through October (earlier as determined) as well as a lessons learned meeting following the event.
- Drive increased walker participation over prior years and drive increased total fundraising dollars for the event.
- Drive volunteer recruitment for all Walk-related activities, teams and tasks.
- Attend Board of Director meetings as necessary to present on the progress and status of Walk planning.
- Work in partnership with Development Director and Marketing/Communications to propose marketing and communication needs, ideas and plans for the event.
- Lead and coordinate all activities on Walk Day, leveraging the expertise of the volunteer team leaders and over 150 volunteers.
- In partnership with the Operations Director, develop and distribute the post-Walk survey in order to gather feedback on what worked well and how the Foundation can improve the event.
- Present survey results, lessons learned and the final walk budget to the Board of Directors at the end of the calendar year.

**Requirements (Experience, Skills and Competencies):**

- Associates degree, Bachelor's degree from an accredited college or university or equivalent experience required
- Minimum of 2 - 3 years corporate, general business and/or non-profit experience
- Strong project management skills
- Demonstrated administrative and general business management skills
- Outstanding communications skills (written, verbal, presentation) and ability to successfully interact with a broad range of constituents including Boards of Directors, donors, volunteers, sponsors, community leaders and partners
- Prior supervisory experience preferred
- Passion and commitment to the vision and mission of the Terri Brodeur Breast Cancer Foundation
- Excellent computer skills, including ability to effectively work with all Microsoft Office programs
- Available for night and weekend activities on a limited basis as necessary

The successful candidate will be a collaborative, engaging leader who is a “doer” with a strong project management focus and communications skills who enjoys a wide variety of responsibilities in a small organization. He or she will be open and fair, well-organized, responsive to all “customers”, a self-starter and a flexible problem-solver. Salary: \$20.00/hour, no benefits. Approximate hours per month will vary (with some flexibility needed given the deliverables that month) during the year but at a high level:

January – March: up to 10 hours, April: 10 – 20 hours, May-June, 20 – 30 hours, July, 10 -20 hours, August, 20 – 30 hours, September, 30 – 40 hours, October: 20 – 30 hours, November – December: Up to 10 hours.

**To apply for this position, please send resume and cover letter by mail to Terri Brodeur Breast Cancer Foundation, 187 Williams Street, New London CT 06320 or by email to [smaniscalco@tbpcf.org](mailto:smaniscalco@tbpcf.org) Resumes should be received by Wednesday, January 20, 2022.**