

Uplifting Athletes Inc.

Position Description

Title: Manager

Status: Exempt

Department: Uplifting Experiences

Job Code: 0111

Report to: General Manager

Last Update: November 18, 2022

To Apply: Please send a single PDF file of your cover letter and resume to careers@upliftingathletes.org

Overarching Responsibility:

The Uplifting Experiences Manager is responsible for leveraging the position of Uplifting Athletes to harness the power of sport to establish Uplifting Experiences that benefit the rare disease community. In order to do so, you must be able to simultaneously engage the patient and athletic community.

Position Summary:

The Uplifting Experiences Manager will build and cultivate relationships with people impacted by rare diseases and relationships in the athletic community to seamlessly execute Uplifting Experiences that create a unique, positive and memorable experience for everyone involved. Duties include, but are not limited to, planning, executing, tracking and reporting outcomes of Uplifting Experiences.

Essential Duties and Responsibilities:

The Uplifting Experiences Program Manager will be focused on growing one of Uplifting Athletes' main initiatives, Uplifting Experiences. Their responsibilities will be to manage all Uplifting Experiences and ensure they proceed in a timely manner. Depending on the type of event, you could and will be responsible for: coordinating transportation, reserving event location, assisting host, potentially accommodating needs of medical equipment, ensuring all necessary forms are completed, building itineraries, purchasing, organizing and implementing all facets of the Uplifting Experience in a cost-effective manner and any other details necessary for the proper execution.

- Collaborate with Rare Disease Impact and Sports Engagement departments, when necessary, to help facilitate Uplifting Experiences
- Build and maintain positive, collaborative relationships with sports team members, communicating family needs and plans to promote optimal fun, safety, family-centeredness, and family satisfaction.
- Build relationships with individuals impacted by rare disease and patient advocacy organizations.
- Facilitate positive relationships with family members, using knowledge and resources to accommodate all abilities and cultural needs to bridge differences.
- Develop individual Uplifting Experiences budgets and ensure fiscal responsibility while maintaining proper and up-to-date data entry and information throughout the Uplifting Experience process.
- Coordinate with Marketing and Social Media managers to create visibility for Uplifting Experiences.
- Remain in the know on how to best utilize the sports platform to benefit the rare disease community.
- Represent Uplifting Athletes professionally and in concert with our goals and mission.
- Identify growth opportunities for the Uplifting Experiences program.

- Keep abreast of all national and local policies, procedures, guidelines and resources as they relate to executing Uplifting Experiences.
- Research, develop and maintain relationships with vendors to affordably execute Uplifting Experiences.
- At times, you may be asked to lead development of an Uplifting Athletes event, existing or new.

Minimum Education, Knowledge and Experience:

- Bachelor's degree (or equivalent)
- A commitment to and passion for the work of Uplifting Athletes
- Experience with project management, event planning and coordination
- Previous nonprofit or social work experience helpful

Qualifications, Skills and Abilities:

- At times you may be asked to supervise a minor with special abilities and should be comfortable doing so. Experience in similar situations is preferred.
- Understanding and compassion for people impacted by rare diseases and their families.
- Excellent oral and written communication skills. Proficient with phone, video and in-person communication.
- Comfort with understanding and communicating outlined policies to participants, families and volunteers.
- Ability to deal with sensitive information with a high level of trust and confidentiality.
- Excellent teamwork skills with the ability to work as part of a remote team.
- Ability to manage multiple tasks is essential.
- Public speaking experience is helpful.
- CRM experience helpful.

Compensation:

This is a full-time position including salary and benefits. Expected salary range is (\$50,000- \$60,000). This will be commensurate with experience of the candidate.

Work Environment

- Location: Remote - core hours 9:00am to 5:00pm EST
- Must be willing to work evening and weekend hours as required.
- Primary work location within close proximity to a major airport required.
- This position may require travel up to 50% of the time.

About Uplifting Athletes

Uplifting Athletes, a nonprofit organization founded in 2007, harnesses the power of sport to build a community that invests in the lives of people impacted by rare diseases. Since 2007, Uplifting Athletes has raised more than \$7 Million by engaging athletes in order to positively impact the rare disease community through research and driving action. Visit www.upliftingathletes.org to learn more!

The statements herein are intended to describe the general nature and level of work being performed. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required by personnel so classified. Other duties may be assigned.