



CELEBRATING 25 YEARS

WIN for KC Manager/Coordinator

Mission:

The Women's Intersport Network for Kansas City (WIN for KC), advocates and promotes the lifetime value of sports and fitness, while providing opportunities for participation and for leadership development. Our mission is to improve the health, confidence and leadership skills of girls and women in our community. WIN for KC was established in 1994 as a division of the Kansas City Sports Commission and Foundation.

Job Description:

The manager/coordinator for WIN for KC reports directly to the director of WIN for KC. This person's primary responsibility is supporting and assisting any and all WIN for KC initiatives. Other responsibilities include assist with WIN social media updates, assist in all other marketing and promotion materials and ideas for WIN.

The individual must have experience in event planning, event marketing, and program management. This individual should be highly detailed, goal oriented, self-motivated and organized. They should also be able to work in both a team setting as well as working independently on projects. Further, this position requires good verbal and written communication skills.

JOB DUTIES & RESPONSIBILITIES

- Consistently work to ensure that event and programmatic execution is in alignment with the strategic direction, goals and objectives for WIN for KC including annual budgeting, strategic planning and goal setting
- Support director and assistant director in sponsorship and fundraising activation
- Support all WIN for KC media and marketing campaigns in collaboration with the Marketing team including content development, public relations, and media needs
- Assist with planning and execution of WIN for KC Women's Sports Awards Celebration luncheon including any and all logistics and marketing for award winner nomination and selection, March of Champions planning and onsite execution, and other responsibilities as assigned
- Lead for WIN Youth Advisory Board initiative including actively soliciting nominations, coordinating selection process, strategically planning year-long program and activities, regular communication, managing all meetings and keeping an updated database of all current and prior members
- Assist with Reading & Fitness Challenge program alongside events team including all marketing, solicitation, registration, planning and logistics
- Assist in planning and execution of Camp WIN including leading all elements necessary for Team Captain solicitation and implementation
- Lead the Evelyn Gates Volleyball Award program including nominations, voting, marketing and ceremony
- Support planning and execution for WIN for KC Triathlon and Duathlon

- Support logistics and execution on all WIN community events, clinics, programs and collaborations, as needed on an annual basis
- Update all project task lists and timelines annually and per event
- Update WIN database within CRM and work with team members to ensure database integrity
- Support on Sports Commission events as necessary and needed

COMPENSATION & BENEFITS

Salary commensurate with experience. This position also includes full health, dental and vision benefits.