



Meagan's Walk Volunteer Opportunity

Position: Partnership Team Lead

Meagan's Walk: Creating a Circle of Hope is a community based and volunteer driven organization committed to:

- sharing a message of hope
- increasing public awareness about brain tumours and the devastating effects they have on children and their families
- raising funds for research into paediatric brain tumours.

Since its inception in 2002 Meagan's Walk has raised more than \$5.4 million for ground-breaking research and is having global impact on the care of and outcomes for young brain tumour patients around the world.

Volunteers are crucial to the success of Meagan's Walk and its daily operations.

The **Partnership Team Lead** will lead the Partnership Team and will be responsible for increasing and maintaining partner funded support for Meagan's Walk operations. This position will report to the Operations Manager.

Responsibilities:

- Work collaboratively with team members to develop and execute outreach goals and a strategy to identify and solicit corporate partner funding and grant opportunities.
- Organize, develop the agenda for and chair meetings with the Partnership Outreach Team members' on a regularly scheduled basis and as required to facilitate information sharing, issue resolution, action planning and the exchange of new ideas. Ensure that minutes from meetings are recorded.
- Obtain approval from the Operations Manager to proceed with solicitations and grant applications.
- Co-ordinate the efforts of the team members to ensure efficiency and effectiveness of their activities.
- Follow-up with team members and maintain accurate records of contacts made and status of responses.
- Provide support to team members as required including in building outreach action plans, responding to partner/potential partner requests for information and meeting with/presenting to prospects.
- Create and execute a stewardship and retention action plan for existing and new partners.
- Maintain and provide reporting on status of outreach and stewardship activities (including contacts identified, completed, results) to the Operations Manager.
- Attend and actively participate in Management meetings and other meeting forums as required.

MEAGAN'S WALK: CREATING A CIRCLE OF HOPE
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12/4/2018

Qualifications:

- Corporate donor solicitation and stewardship experience and/or sales and marketing experience
- Excellent verbal(including presentation) and written communication skills
- Strong organization skills
- Collaborative working style
- Leadership skills
- Ability to influence senior decision makers
- Strong relationship building and maintenance skills
- Enthusiastic and self-motivated

Time commitment: on-going, 3 - 5 hours per week

Location: Work can be completed remotely.

Apply by sending your resume to volunteers@meaganswalk.com. Please include **Partnership Team Lead** in the subject line of your email.

This posting will be removed once the position is filled.