

COMMUNITY DEVELOPMENT COORDINATOR

Marathon Kids is an evidence-based nonprofit on a mission to get kids moving. Through running, we show kids they can achieve more than they ever thought possible and put them on the path to healthier lives. By partnering with schools, community organizations, and families to start run clubs around the country, Marathon Kids sets the course for long-term behavior adoption through effective, customizable, and fun programming. Children participating in Marathon Kids run clubs work at their own pace to run, or walk, the equivalent mileage of up to four marathons over the course of several months. Dedicated coaches celebrate each marathon milestone as kids unlock their potential, one mile at a time.

POSITION DESCRIPTION

The Community Development Coordinator will report to the Community Development Manager and is responsible for supporting the development of new Marathon Kids clubs in K-12 schools in Texas and across the country. This position will play a critical role in identifying and cultivating new prospects across multiple touch points throughout the year, and provide support to the larger Program team as needed. This position will work closely with all other internal departments, as well as external constituents, prospects and vendors.

DUTIES & RESPONSIBILITIES

- Support the Community Development Manager to identify new prospects and retain existing customers for Marathon Kids at School; including research, outreach, proposal development, communication and reporting
- Organize and partake in site visits year-round to support and learn from our coaches
- Work with the Program team to execute conference and events strategy; including conference logistics, speaking engagements and exhibition materials.
- Support the Director of Training and Education to fulfil the Leadership Academy mission to provide best-in-class professional development and leadership training for Marathon Kids coaches
- Represent the Marathon Kids team at conferences, presentations and meetings
- Provide administrative support to Chief Program Officer and broader Program team coordination

VALUES & CHARACTERISTICS

- Embodies Marathon Kids core values: community, dedication, empowering, agile and inclusive
- Adaptable and comfortable in working in a fast-paced and outcome-driven environment
- Comfortable learning new technology systems
- Entrepreneurial-minded, creative and resilient
- Flexible and solutions-oriented; a self-starter that can take a project from start to finish
- An optimist with a natural drive for discovery
- A team player that enjoys helping colleagues find the best solution