



Healthy Kids Running Series Job Description

Position: Sponsorship Data Entry Temp

Mission

Healthy Kids Running Series is a national, community-based non-profit that provides a fun, inclusive, five-week running Series for ages 2-14 designed to get kids active, build self-esteem and lay the foundation for a healthy lifestyle.

This job description is intended to serve as a general guide to the key responsibilities and qualifications for the position; it is not exhaustive or all-inclusive and may be modified at any time to meet the evolving needs of the organization.

For more information, please visit our website at www.healthykidsrunningseries.org.

Facts

Job Type: Part-Time | Hybrid

- Office days: Tuesday, Wednesday, Thursday
- Work-from-home days: Monday, Friday

Level: Entry Level Position

Reports To: Director of Program Operations

Location: HKRS National Office - Chadds Ford, PA and remote

Compensation: \$20/h | 10-20 hours per week

End Date: June 30th, 2026

Responsibilities

The Sponsorship Data Entry Temp supports Healthy Kids Running Series by managing the intake and tracking of local sponsorships. This role ensures accurate processing of applications, payments, and deliverables, supports sponsor communication and activation, and collaborates with internal teams to provide a positive sponsor experience while supporting organizational growth.

Local Sponsorships

- Manage intake and tracking of local sponsorship applications.
- Guide sponsors and Community Coordinators through sponsorship processes.
- Communicate application status and follow up on missing or outstanding items.
- Record and manage sponsorship payments in the CRM, including check processing and logging.
- Manage sponsorship sign ordering with external vendors and ensure accurate, on-time delivery.
- Provide weekly sponsorship updates and reports to leadership.
- Collaborate with internal team members to address questions and review pending items.

Sponsor Activation & Relationship Management

- Serve as a point of contact for sponsors before, during, and after seasons.
- Ensure fulfillment of sponsor benefits (signage, digital promotion, on-site presence).
- Coordinate sponsor activations with Community Coordinators.

Reporting & Administration

- Track sponsorship performance and prepare recap reports.
 - Maintain accurate sponsorship records, contracts, and documentation.
 - Ensure compliance with organizational, and brand standards.
 - Suggest process improvements.
 - Provide support with general administrative duties (mail collection, shipping, etc.)
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Required Skills & Competencies

- Strong written and verbal communication skills
- Relationship-building and customer service mindset
- Excellent organization, time management, and attention to detail
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Ability to collaborate across teams

Apply

Please email your resume and cover letter to the HKRS National Office at administrator@healthykidsrunningseries.org. A National Office team member will reach out with next steps, if you are selected to move forward.