

**Job Title:** Events Coordinator  
**Reports To:** Chief Philanthropy Officer  
**Status:** Full-time, non-exempt, 40 hours week, occasional evenings and weekends.  
**Role:** To ensure smooth and efficient operations for the Make-A-Wish Central New York office. Plan and evaluate all fundraising event programming throughout our 15-county footprint.

**Job Summary:**

Make-A-Wish Central New York is hiring an events coordinator responsible for planning, organizing, managing, and coordinating various types of fundraising events. The successful candidate will oversee all aspect of special events, including committee formation and management, budgets, promotional materials, in-kind event support, volunteer recruitment, event execution, and event follow-up. The event coordinator is an integral part of the fundraising team that provides the monetary support for granting wishes for local, critically ill children. Prior event experience required and bachelor's degree preferred. Interested applicants should submit cover letter, resume and three references to [jobs@cny.wish.org](mailto:jobs@cny.wish.org). No phone calls please. Salary range is low to mid 30s, depending on experience.

**Job Functions:**

- Coordinate special events and student fundraising programs.
- Create, implement, and manage a structure that fosters volunteer-run special events.
- Work cooperatively across the chapter, involving all areas (volunteer management, program services, public relations) to ensure good intradepartmental communication and prospect follow-up.
- Coordinate with the special events committee to develop a strategic plan and calendar for the chapter's special events.
- Oversee self-functioning special event committees that create and coordinate all plans for special events including selection of chair, formation of committees, budget, printed materials, soliciting sponsorships, volunteer recruitment, event marketing and public relations, correspondence and follow up, adherence to chapter policies and procedures of sanctioned internal special events.
- Create/initiate budget process for setting internal event budget goals and work to meet or exceed set goals.
- In coordination with donor relations coordinator, facilitate gift acknowledgement process for all contributions to and for internal special events.
- Maintain donor and internal special event electronic files.
- Serve as point of contact for all student-run fundraising programs.
- Authorize expenditures for special events and programs according to the annual budget.
- Solicit donations and services for events and programs when appropriate.
- Ensure compliance of chapter policy and national performance standards.
- Act as liaison for event organizers and volunteer committees.
- Facilitate special events and programs in outlying areas via area committees and area committee volunteers.
- Be able to work 40 hours per week and occasional nights and weekends.
- Other duties as directed.

**Qualifications:**

- Bachelor's degree or higher preferred.

- Minimum of two years' experience in a related field.
- Ability to organize, prioritize and manage multiple tasks.
- Must be detail oriented and have excellent organizational skills.
- Ability to communicate effectively in person, on the telephone, in writing and electronically.
- Ability to successfully perform multiple tasks when necessary.
- Ability to work effectively with diverse populations.
- Ability to work independently and as a team member when necessary.
- Strong communication and interpersonal skills.
- Strong ability to work with and motivate volunteers.
- Must have a high level of integrity, diplomacy, and initiative.
- Ability to maintain complete confidentiality.
- Must be able to work for and with more than one supervisor, and to follow oral and written directions without constant supervision.
- Proficient with Microsoft Office, including Windows.
- Must have own transportation and valid driver's License
- Must be able to lift 50 pounds.
- Must complete an application and undergo a reference check and criminal background check.

Interested applicants should submit a cover letter, resume and three references to the attention of the chief philanthropy officer at [jobs@cny.wish.org](mailto:jobs@cny.wish.org). No phone calls please.