

Position Title : Development Coordinator

Organization : Big Brothers Big Sisters of Erie, Niagara and the Southern Tier

AFP-WNY Post Date : 9/9/2019

Deadline to Apply: 9/30/2019

SUMMARY

Big Brothers Big Sisters of Erie, Niagara and the Southern Tier is a growing agency that is positively impacting the lives of children and young adults in Western New York. We are hiring a Development Coordinator to support the organization's fundraising and corporate relations efforts. This position will assist in the cultivation of donors; communicate with sponsors; and manage the logistics of all our fundraising events.

QUALIFICATIONS

- Bachelor's Degree Required
- 2 years of applicable experience preferred, minimum of 1 year required.
- Knowledge and Demonstrated Success with Fundraising Strategies
- Experience in the implementation of events
- Experience Creating and Maintaining Corporate Partnerships

We offer a great office culture with a dynamic and diverse group, work from home hours, training opportunities, team builders and an excellent work-life balance.

Position is full-time Monday through Friday. Occasional weeknight evening and weekend hours are required. The position includes mileage reimbursement and great benefit package. Salary is commensurate with experience.

TO APPLY

Applicants should send a Cover Letter and Resume to Kara Hite, Director of Development and Community Relations (khite@beafriend.org).

Deadline for applicants is September 30, 2019.