

Position Title: Special Events Specialist
Organization: FeedMore WNY Foundation
Salary :\$21-\$24 an hour
AFP-WNY Post Date:10/27/2023

DEADLINE TO APPLY: OPEN

JOB SUMMARY:

Lead contact and project coordinator on all special events and projects identified throughout the year. Coordinates donor acknowledgment duties relating to events, ensuring calls are made and letters are sent in a timely manner. Assists with department projects and donor relations including calls, letters and meetings as needed.

JOB DUTIES AND RESPONSIBILITIES:

- Direct liaison for all special and third-party events;
- Coordinates event planning and execution, including generation of detailed project plans, budgets, timelines and checklists for each event;
- Works alongside the Volunteer and Events Coordinator with the management of event volunteers; * Tracks and maintains sponsor information, including pledge agreements and payment reminders, for special events and campaigns using CRM software;
- Solicits, secures and cultivates sponsorships for all existing and new events;
- Works with FeedMore WNY partners to create, develop and implement new events;
- Generates, customizes and obtains signatures for event-specific donor acknowledgment letters in a timely manner;
- Conducts a minimum of 30 donor/sponsor calls per month; and
- Organizes/conducts meetings with donors, event partners, new/existing sponsors/prospects.

QUALIFICATIONS REQUIRED:

- Bachelor's degree from an accredited college or equivalent education and experience;
- Three years' experience in special events, the non-profit arena, development and/or related fields;
- Proficient in Microsoft Office Suite;
- Excellent communication skills (written and oral);
- Familiar with fundraising platforms and software (Raiser's Edge, Givesmart experience highly preferred);
- Must be flexible and able to work evenings and weekends to support FeedMore WNY events;
- Valid and current driver's license and access to an automobile; and
- Capable of lifting a minimum of 35 lbs.
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Please visit: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/2032547> to apply for the position.