

Position Title : Senior Fundraising Coordinator
Organization : Roswell Park Alliance Foundation
Salary:
AFP-WNY Post Date : 10/26/2022

DEADLINE TO APPLY: 11/04/22

The Special Event team at Roswell Park is looking to hire a Senior Fundraising Coordinator. This position will be responsible for the stewardship of top fundraisers participating in the Ride for Roswell as well as the stewardship of new riders participating in the Empire State Ride. This position will also fulfill all corporate partner needs for the Empire State Ride.

The Ride for Roswell began in 1996 and is in its 28th year. Annually the Ride raises around \$5.7 million. The Extra Mile Club is comprised of 1,600+ riders that raise at least \$1,000.

Empire State Ride is in its ninth year. In 2022, the event raised \$1.5 million. This position will steward all of the new riders through phone calls, emails, Facebook group and going on the road.

Position Reports to: Sr. Fundraising Manager

RESPONSIBILITIES:

Ride for Roswell

- Primary coordination for Ride for Roswell Extra Mile Club
- Serve as Roswell Park liaison for all Extra Mile Club members
- Develop and implement plan to retain EMC members
- Develop and implement fundraising communication plan for EMC in conjunction with Sr. Fundraising Manager and Marketing team
- Develop and implement plan to encourage returning riders to increase fundraising to EMC
- Develop and implement plan to encourage new riders to reach EMC
- Develop and execute EMC incentives
- Design EMC Ride Weekend experience and work with logistics team to implement
- Oversee and manage event budget as it relates to EMC
- Work with the web team to manage EMC riders that register to ride the Canada route.

Empire State Ride

- Primary stewardship for Empire State Ride – New Riders
- Maintain and build relationships with all new Empire State Riders
- Assist with the ESR Facebook group
- Provide fundraising advice to new riders
- Serve as Roswell Park representative at rider/team fundraising events
- Go on the road for the Empire State Ride from July 22 – July 29, 2023
- Primary fulfillment for Empire State Ride Corporate Partners
- Lead for ESR partner activation
- Work with team to retain sponsors
- Fulfill all benefits promised to corporate partners

QUALIFICATIONS:

Minimum

- Bachelor of Arts or other degree of higher education
- 3-5 years fundraising/event coordination experience
- Excellent written and oral communication skills
- Ability to prioritize, multi-task and follow-up and through in a fast-paced environment

Preferred

- Experience with Raiser's Edge, Blackbaud's Luminate and Team Raiser
- Excellent organizational and time management skills

SCHEDULE

- Hours Required: Full-time 40 hours per week; Mon. – Fri. 8:30am – 5:00pm; Additional evening, early morning and weekend hours can be expected depending on event volume.
- Hybrid work schedule – The employee will have the ability to work remotely 2 days/week as the event schedule allows.

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OTHERS

- Ability to lift 25lbs. unassisted
- Ability to work all Roswell Park Alliance Foundation Special Events

TO APPLY:

Please send a resumé to Mackenzie Giancarlo at Mackenzie.Giancarlo@roswellpark.org