

Position Title : Special Events Fundraising Coordinator (full time)

Organization : Roswell Park Alliance Foundation

Salary: \$40,000 - \$45,000 annually

AFP-WNY Post Date: 3/26/24

DEADLINE TO APPLY: April 12, 2024

Position Summary

Stewardship for Empire State Ride:

- Maintain and build relationships with all 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
- Travel required for the Empire State Ride from July 19 – July 27, 2024

Coordination of Team Roswell – Schools Against Cancer Program:

- Work with the P2P Fundraising Manager, Fundraising Coordinator and Marketing team to recruit local schools to host a fundraising event
- Serve as Roswell Park representative at school events
- Assist event leads with logistics and fundraising advice
- Work with the Fundraising Coordinator on seasonal campaigns such as spirit weeks to attract and engage schools and encourage participation

Primary coordination for Bald for Bucks schools:

- Serve as Roswell Park liaison for Bald for Bucks school coordinators
- Provide event and fundraising advice
- Recruit new schools to participate in program
- Retain schools to participate in program
- Develop and implement stewardship plan for teacher coordinators
- Develop and implement fundraising communication plan in conjunction with P2P Manager and Marketing team
- Serve as Roswell Park representative at school events
- Oversee and manage program budget

Minimum Qualifications:

- Bachelor of Arts or other degree of higher education
- 1-3 years fundraising/event coordination experience

- Excellent written and oral communication skills
- Ability to prioritize, multi-task and follow-up in a fast-paced environment

Preferred Qualifications:

- Experience with Raiser's Edge, Blackbaud's Luminate and Team Raiser and Get Connected
- Excellent organizational and time management skills
- Strong attention to detail

Other:

- 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 – after 30 days, employee will have the ability to work remotely 2 days/week as the event schedule allows.
- Ability to lift 25lbs. unassisted
- Ability to work all Roswell Park Alliance Foundation Special Events

Important 2024 Dates:

Ride for Roswell – June 21 & 22, 2024

Empire State Ride – July 19 – 27, 2024

To apply please send a resume and cover letter to Allison Lockwood at allison.lockwood@roswellpark.org