

Position Title : Fundraising Coordinator

Organization : Roswell Park Alliance Foundation

AFP-WNY Post Date : 1/18/2021

DEADLINE TO APPLY: 2/1/21

JOB SUMMARY

The Roswell Park Alliance Foundation is seeking a Fundraising Coordinator to join our Special Events Division.

Title: Fundraising Coordinator (full time)

Department: Development/Special Events Fundraising at Roswell Park Alliance Foundation (Buffalo, NY)

Position Reports to: Fundraising Manager

DUTIES AND RESPONSIBILITIES

- Primary coordination for Bald for Bucks/ Beards for Bucks
 - Serve as Roswell Park liaison for Bald for Bucks school coordinators and fundraisers
 - Provide event and fundraising advice
 - Recruit new schools/ retain schools to participate in program
 - Develop and implement stewardship plan for teacher coordinators
 - Develop and implement fundraising communication plan in conjunction with Fundraising Manager and Marketing team
- Primary coordination for Team Roswell program
 - Serve as Roswell Park liaison for Team Roswell coordinators and fundraisers
 - Provide event and fundraising advice
 - Recruit additional community events, maintain current events and build/enhance donor relationships
 - Continue to build Team Roswell DIY fundraising
 - Serve as Roswell Park representative at designated events
 - Develop and implement fundraising communication plan with Fundraising Manager and Marketing team
- Primary coordination for Team Roswell as it relates to Ride for Roswell
 - Facilitate the Team Roswell Ride committee
 - Communicate effectively with staff via email, i2
 - Recruit and retain staff members on Team Roswell

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 and through in a fast-paced environment

PREFERRED QUALIFICATIONS

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

OTHER

- Hours Required: Full-time 40 hours per week; Mon. – Fri. 8:00am – 4:30pm; Additional evening, early morning and weekend hours can be expected depending on event volume.
- Ability to lift 25lbs. unassisted
- Ability to work foundation fundraising events

TO APPLY

Interested candidates should email Mackenzie Giancarlo at Mackenzie.Giancarlo@roswellpark.org by Monday, February 1, 2021.