

JOB DESCRIPTION

JOB TITLE: Fundraising Coordinator, Special Events

SUPERVISOR: Special Events Manager

CLASSIFICATION: Non-Exempt, Full-Time Position (40 Hours Per Week)

POSITION SUMMARY:

The Fundraising Coordinator for Special Events plays a vital role within the development team at Ronald McDonald House Charities of Central PA. This new position will ensure the success of all event fundraising efforts that directly support our mission to keep families together. Primarily responsible for cultivation, stewardship and communication with event sponsors, prospects and attendees. Exceptional organizational skills, including database experience, and a compassionate demeanor will contribute to the overall growth and success of RMHC-CP's special events.

JOB RESPONSIBILITIES:

Event Sponsor and Donor Relations:

- Cultivate, solicit, and steward sponsors & donations for all RMHC-CP signature events (typically four or five events each year)
- Conduct outreach to past and prospective sponsors including email, phone, online meetings, or in-person visits
- Draft sponsor proposals, follow-up communication, event instructions, and post-event reports
- Attend networking, and community events to develop new connections and increase visibility
- Assist development teams' fundraising efforts by working with the Fundraising Coordinator, Corporate Engagement to determine the best fit for our donors and sponsors within the RMHC-CP Organization
- Research local Central PA businesses and philanthropic individuals to assist with building a pipeline of prospects for future event sponsorships

Event Operations & On-Site Support:

- Assist with pre-event preparation including signage, giveaways, printed materials, silent auction items, name badges, and sponsor recognition items as necessary
- Provide on-site event support including, but not limited to, setup and tear-down, and volunteer oversight
- Contribute to greeting sponsors and attendees, introducing them to other groups to enhance their networking experience and cultivate new relationships for RMHC-PC at the event
- Attend event committee meetings and provide updates on sponsorships, potential sponsorship opportunities, and determine committee member support regarding sponsorships
- Serve as liaison to our Red Shoe Crew, RMHC-CP's young leaders affinity group, providing event and logistical support
- Complete additional event support tasks as assigned by the Special Events Manager

Data, Reporting & Administrative Management:

- Track sponsorships, payments, and benefits using Excel, GiveSmart, and related platforms
- Enter, update, and maintain sponsor lists for use and presentation to event and Resource Development committees
- Assist with event-related reports including revenue, performance metrics, participation, and sponsor ROI
- Assist the Special Events Manager with maintaining meticulous and organized electronic and physical files for all legal and stewardship documents, including signed contracts, auction donation forms, and correspondence

- Assist with event mailings, communication, and post-event thank-you acknowledgments and surveys to gauge overall donor and sponsor experience

WORK ENVIRONMENT:

We seek qualified, enthusiastic candidates with a variety of backgrounds and professional experiences to broaden our team. At all levels, everyone works together to ensure successful events and positive donor experiences. Teamwork is what we are made of! Most work will take place in a professional office setting. Local travel is required to attend networking events, sponsor meetings, and off-site event venues. Employees must be able to lift event materials up to 30 pounds, assist with physical event setup, and work occasional evenings or weekends as required by the event schedule. Work at fundraising events may be indoors or outdoors and in possible hot, cold, or inclement weather.

QUALIFICATIONS:

- Passion for the RMHC-CP mission and a sincere desire to support the families we serve
- Commitment to working as part of a team
- Demonstrate respect for colleagues, donors, volunteers, and guest families
- High level of professionalism, discretion, and confidentiality required
- Ability to work independently, multi-task, and maintain accuracy
- Excellent networking and relationship-building skills, including a demonstrated ability to ask for financial support
- Proficient in Excel and Microsoft Office Suite
- Professional communication skills including written, phone, and in-person correspondence
- Clean PA State Police, PA ChildLine, and FBI fingerprinting clearances required
- Valid driver's license, reliable transportation, and cellular phone are required

COMPETENCIES:

- **Interpersonal Skills:** Highly professional, friendly, and compassionate demeanor
- **Fundraising/Sales:** Sponsor Solicitation, Relationship Building, Corporate Outreach, Donor Stewardship
- **Data/Analytics:** CRM Proficiency, Excel Proficiency, Data Entry Accuracy, Financial Reporting, Attention to Detail

EDUCATION & EXPERIENCE:

- High school graduation required; associate or bachelor's degree in business, marketing, non-profit management, or related field preferred
- 3–5 years of professional experience in fundraising, sales, or community engagement
- Prior nonprofit or sponsorship experience strongly preferred

SALARY RANGE: \$24–\$26 per hour

Apply online: <https://www.rmhc-centralpa.org/who-we-are/careers/>