



Make-A-Wish® Metro New York and Western New York

DEVELOPMENT COORDINATOR, SPECIAL EVENTS & COMMUNITY FUNDRAISING

Name:	
Job Title: Development Coordinator, Special Events & Community Fundraising	Location: New York, NY
Reports to: Director, Special Events & Community Fundraising	
Supervisory Responsibilities: Intern(s)	
Type of position:	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

Position Overview

The **Development Coordinator, Special Events & Community Fundraising** is a key member of the Make-A-Wish Metro New York & Western New York Chapter within the New York City office. The Development Coordinator is responsible for the coordination of fundraising activities for internally-run events and for select community-run events. The Development Coordinator will also offer creative direction to support the growth of the Special Events & Community Fundraising program. She/he has experience running fundraising and stewardship events with excellent written and oral communication skills. She/he is capable of guiding event committees, handling one-on-one donor relationships, deadline-driven work, as well as a fast-paced work environment. This is a detail-oriented role that straddles both event execution and creative strategy for optimal results. She/he will be expected to track progress and be responsible for meeting specific revenue goals and other relevant metrics.

Duties & Responsibilities

Internally- Run Events (75%)

- Work closely with the Director, Special Events & Community Fundraising to assist in the planning, coordination and strategy for all internally-run events.
- Coordinate fundraising event execution on the ground ensuring all goals/objectives are met.
- Facilitate event and guest experiences incorporating innovative and effective ideas.
- Assist in creating budgets and tracking revenues for all events; maintaining accurate records on event revenues and donor information into Raiser’s Edge, external event websites and tracking tool created by the department.
- Support event volunteer committees and sub-committees as needed. This may include recruitment of committee members, maintaining consistent communication as well as coaching and motivating volunteers.
- Solicit new and steward monetary and in-kind supporters to expand the base of support within the community to aid in year over year growth.



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- Manage event communications. This includes important updates, auction launches, incentive promotions and fundraising campaigns.
- Manage auctions including soliciting value and experiential items, preparing auction lists and writing item descriptions for the event.
- Design unique collateral pieces for events and donor recognition.
- Support Director, Special Events & Community Fundraising by pulling reports and conducting data analysis.
- Maintain compliance with National standards and models as well as staying current on National platforms and fundraising best practices.

Select Community-Run Fundraising Events (20%)

- Working alongside the Director, Special Events & Community Fundraising to support select community-led fundraising initiatives.
- Offer guidance to event committees, and coordinate event execution when necessary.
- Manage volunteer communications to motivate fundraising amongst members adding creativity and vision.
- Act as liaison with Finance on event financials and Raiser’s Edge records.
- Create and update DIY pages, the chapter’s online platform for select volunteer groups wishing to fundraise.

Other (5%)

- Accepts and processes donations following MAW policies, procedures and standards. Consistently validates donation batches following procedure as defined by Finance Department.
- Provide backup office coverage as needed.
- Maintain Raiser’s Edge records of activities and tasks including, but not limited to, special events, donor actions, in-kind donations.
- Ambassador for Make-A-Wish in the community sharing unique wish experiences and supporting positive brand awareness.
- As a key member of the Special Events & Community Fundraising team, contribute to the overall direction of the team.
- Other duties as assigned.

Competencies

- Communications - Exhibits good listening and comprehension; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods.



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- Manages – Navigates challenges with sensitivity and confidence; Responds to the needs of coworkers and volunteers; Meets commitments.
- Planning & Organization - Integrates changes smoothly; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.
- Quality - Fosters excellent quality work; Adopts best practices; Ensures that all written work reflects positively on the MAW brand.
- Use of Technology - Adapts to new technologies; Demonstrates required skills; Keeps technical skills up to date; Troubleshoots technological problems; Uses technology to increase productivity.

Essential Skills and Abilities:

- Ability to work autonomously with strong prioritizing and organizational skills
- Exceptional attention to detail
- Ability to manage multiple tasks effectively
- Solid team player who provides stellar customer service in a professional and pleasant manner
- Must be computer proficient with experience in Word and Excel. Raiser's Edge experience a plus

Education and Experience

- Bachelor's degree required.
- Must have at least two years of experience working in event fundraising or similar capacity.
- Must be experienced working in Raisers Edge
- Excellent organizational skills, attention to detail and strong prioritization ability.
- Success in managing multiple deadlines and able to multi-task.
- Ability to meet deadlines and deliver high-quality work product.
- Experience working in events preferred and an interest in fundraising desirable.
- Excellent verbal, presentation and writing skills, with active listening skills.
- Professional, confident and driven work style with a positive, team orientated spirit.
- Demonstrates the highest level of personal and ethical standard with the ability to represent the organization professionally and responsibly.
- Experience and expertise in developing relationships with funders and crafting strategies to secure results.



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Physical Demands:

The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

- Physical Demands: While performing this job employees may occasionally be required to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist, bend, crawl, speak and hear. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 10% of the time. Person must also be able to move/lift up to 20 pounds.
- Work Environment: While performing this job employee is exposed to normal office conditions which would include varying levels of background noise and normal office distractions.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.