

Position Title: Communications and Special Events Coordinator

Organization: Community Services for Every1

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Community Services for Every1 is a local nonprofit that is seeking a Communications and Special Event Coordinator to develop and implement the company's communication, marketing, and fundraising strategies. The person in this role will initiate a wide range of fundraising functions, including special events, donor identification, prospect research, cultivation and general fundraising activities. They will actively take steps to strengthen relationships with all constituents through a systematic cultivation plan designed to build trust and long term commitment to the organization and its values. They will create communications that provide information on company news, services, events, and development.

POSITION RESPONSIBILITIES

- Coordinate the development of an annual Communication and Fundraising Strategic Business Plan.
- Develops an annual fundraising budget that includes an annual appeal, planned giving, specials events, etc.
- Executes fundraising events, including securing sponsors, coordinating logistics, securing volunteers, and promoting the event.
- Develops revenue and expense reports for all fundraising events after the event is completed.
- Ensures implementation of a comprehensive communication/marketing plan in order to inform constituents and identified markets by use of direct mail campaigns, emails, brochures, social media (i.e. Facebook, Twitter, Instagram, You Tube and website), and press releases.
- Oversees the development of press releases and advertisement.
- Oversees the organization-wide communications calendar and ensures timely output.
- Coordinates the development of promotional materials that market services, events, and activities.
- Works toward ensuring brand consistency, coordination of messages, and the highest standards for communications
- Cultivates prospective and current donors; pursues and secures philanthropic partnerships. Builds rapport and develops productive relationships while tracking activities and results.
- Maintains a comprehensive list of contacts that details their relationship, contact information, and donor status.
- Analyzes current and prospective donors in order to develop a list of priorities for general funding and/or project funding.
- Maintains and manages a database to track gifts, donations and pledges, as well as event revenue and expenses. Tracks and monitors progress of pending Legacy and Bequest gifts.
- Generates new ideas and business opportunities to increase fundraising and fund development to meet and exceed revenue goals.
- Actively participates in the implementation of capital campaign projects.
- Develop and implement a donor recognition plan. Acknowledges and recognizes gifts in ways that are meaningful to donors. Ensures timely acknowledgement of gifts.
- Creates reports and analyzes donor and fundraising data, including a quarterly fundraising report that includes an update on fundraising activities, including fiscal results.
- Prepare bi-monthly report to VP's on status of events, fundraising, expenses and activities to meet company needs.
- Coordinates the development, distribution, and publication of marketing materials including but not limited to program brochures, flyers, mailers, and booklets for the community and other related service providers.

- Assist in the development of a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities.
- Participate in the implementation of strategic goals as identified.
- Represents the company in the community to enhance collaborative relationships. Ensures ongoing awareness of agency services and activities, as well current events in the field that.
- Assists in identifying and cultivating Board Members.
- Ensure completion of an annual report that includes a year-end financial report.

QUALIFICATIONS

Education and Experience

- Bachelor's Degree in marketing, public relations, communications, education or a similar field of study.
- A minimum of two (2) years of related experience.

Skills, Knowledge and Abilities

- Knowledge and experience in fundraising with a proven track record of revenue generation. Prior experience with direct mail campaigns, major donors, events, endowments or other campaigns as needed. Proven sales ability.
- Excellent interpersonal and communication skills with the ability to build positive community and donor relationships. Must be outgoing, confident, persuasive and have excellent writing skills.
- Computer and database management skills, including desktop publishing.
- Familiarity with use and access of Social Media Outlets i.e. Facebook, Twitter, LinkedIn.
- Familiarity with the Philanthropic Community
- Ability to organize, plan and carry out fundraising activities.

Verifications and Screenings

- Clearance through County Clerk's Offices of counties lived in for convictions of criminal offenses.
- A drug screen prior to the commencement of employment.
- A valid New York Driver License and use of personal vehicle.

Interested candidates are invited to apply online at www.csevery1.com/careers. Please submit a resume when applying.