



Breaking the cycle of domestic violence

Job Description

Job Title: Development & Events Coordinator

Position Type: Part-time, 20 hours/week, non-exempt

Reports To: Executive Director

Manages Others: No

About RESOLVE: www.resolve-roc.org

Recognized as 2016 Agency of the Year by the National Association of Social Workers, RESOLVE empowers people and communities to break the cycle of domestic violence. We develop and deliver innovative, compassionate, community-centered solutions enabling every person to thrive and realize their full potential. RESOLVE empowers men and women to create communities for healing that value equality, dignity and respect.

Job Summary:

The Development & Events Coordinator is dynamic, creative and experienced fundraiser responsible for securing new sponsors and income, executing fundraising programs and events, developing relationships and expanding RESOLVE's connections and support in the community. Ideal candidate must be personable, highly-motivated, comfortable and willing to appeal for funds; and a team player who is organized, detail-oriented, and enjoys the process of building and maintaining relationships.

Qualifications

- Bachelor's degree, 2-4 years development experience preferred
- Experience organizing special events, writing appeals, and new donor acquisition (individual and institutional)
- Knowledge of community resources that will assist RESOLVE in meeting fundraising goals
- Valid NYS driver's license
- Self-starter, able to work independently and as part of a team
- Positive attitude, embraces change, is flexible and employs creative problem solving
- Superior organizational, analytical and communications skills
- Excellent verbal and written communication skills; able to deliver organized, structured and persuasive presentations to prospective sponsors and community partners
- Excellent interpersonal skills
- Social media expertise
- Microsoft office proficiency, experience with Constant Contact a plus

Responsibilities

- Identify and secure corporate sponsors for two officially sponsored major fundraising events (Spring & Fall Events)
- Manage and develop relationships with corporate sponsors and major donors
- Manage and provide leadership to volunteer event committees
- Define guidelines and offer support to 3rd party organizations holding fundraising events on our behalf
- Work with Executive Director and Board to support other fundraising, donor relations and community awareness events
- Prepare and submit grant applications per grant calendar, working in collaboration with Executive Director and Grants Consultant
- Organize and gather content for Annual Report and quarterly eNews blasts
- Lead and produce annual and holiday donor appeals
- Organize other fundraising mailings as needed (e.g., United Way)
- Maintain donor database in organization's identified platform
- Evaluate donor trends and information, develop strategies for donor development that will lead existing donors to greater levels of giving
- Generate monthly reports for Executive Director that highlight new donor and sponsor acquisition, top donors, giving trends, etc...
- Attend staff meetings or other agency meetings as requested
- Fill out timesheets in a timely manner
- Assist with office administration as needed, including promptly answering e-mail and voice mail, answering phones, and coordinating vendors
- Maintain confidentiality as specified in operational procedures

Compensation:

- RESOLVE offers pay that is competitive for part-time employment and commensurate with experience
- Benefits include Health Insurance, Dental Insurance and PTO
- Regular work schedule will be 4 hours/day, Mon – Fri (schedule negotiable, with possible option to schedule remote work time)

Other:

- Secure, confidential suburban office location with ample free parking
- RESOLVE is an Equal Opportunity Employer