

# **Fundraising and Events Coordinator**

Boys & Girls Club of Elma, Marilla and Wales

Elma, NY

Boys & Girls Club of Elma, Marilla and Wales are currently seeking a Fundraising and Events Coordinator (approx. 15 hrs./week).

Responsible for coordinating and executing the fundraising activities, and by building relationships within the community and providing resources and awareness.

## **Key Roles:**

- Promote the organization's profile and mission,
- Develop and maintain strong volunteer partnerships,
- Develop, maintain, and enhance prospect development and strong business relationships.
- Providing key support for fundraising events.
- Management of agency donor database, including data maintenance following established protocols.
- Donor engagement and stewardship.

## **Qualifications:**

- 2-3 years fundraising/events experience.
- Volunteer recruitment and management experience.
- Experience working with high profile corporate sponsors and donors an asset.
- General knowledge of working in a not-for-profit environment.
- Experience working with various forms of computer programs, including word processing, data base management, etc.

## **Contact Information:**

If you have the qualifications and share our passion for our mission, we invite you to forward your resume and cover letter to [tracey.karp-theal@bgcemw.org](mailto:tracey.karp-theal@bgcemw.org) or to:

Tracey Karp Theal, Executive Director  
2080 Girdle Road  
Elma, NY 14059  
Phone: 716.652.9292

Job Type: Part-time

Salary: \$15/hr.

Hours: To be determined by each individual event

