



THE JUNIOR LEAGUE
OF THE CITY OF NEW YORK, INC.
130 EAST 80TH STREET
NEW YORK, NY 10075
212 288-6220

Job Description

Fundraising Events Senior Coordinator

Location: New York, NY

Industry: Nonprofit

Full-Time

Exempt

Reports to Associate Director of Development

Organization

The New York Junior League (NYJL) assists women, children and families in need by supporting the organizations that serve them through hands on programming and capacity building.

The NYJL is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Since 1901 when Mary Harriman founded the first Junior League here in NYC, The NYJL has evolved into one of the oldest, largest, and most effective women's volunteer organizations in the world, encompassing more than 150,000 women in 291 Leagues in four countries.

Today, the NYJL is comprised of over 60 volunteer committees and is led by a Board of Directors comprised of 14 volunteers who have served the NYJL and the community with distinction. A Management Council comprised of 22 volunteers oversees the day-to-day operations and execution of our work. With an annual budget of over \$3,000,000 the NYJL's operations are primarily financed through membership dues and volunteer-supported fundraising events.

NYJL volunteers are bound by a single goal: to improve the health and well-being of women, children, and families in our city. Visit www.nyjl.org to learn more.

Position Summary

The Fundraising Events Senior Coordinator is a member of the Development team of the NYJL and is responsible for supporting the NYJL's eight Fundraising Events Committees and ensuring efficient and effective administrative support for the NYJL's fundraising events. He/she will work closely with four members of the Management Council, as well as the volunteer leadership of the Fundraising Events Committees.

General Requirements:

Support the smooth execution of approximately 14 fundraising events, including a marathon fundraiser, two house tours, an annual gala, several shopping fundraisers, a wellness event, and a holiday-themed event, which are held between October and June each year. Details include:

Planning / Pre-Event Support

- Work in partnership with senior volunteer leadership to support eight Fundraising Event Committees in the planning and execution of up to 14 fundraising events annually.
- Regularly attend Fundraising Events area (monthly) and committee meetings (by invitation).
- Maintain fundraising data entry and event sales support within Digital Cheetah, our organizational volunteer and financial management system, including creation of event campaigns, ticket purchase links, processing of refunds, entry of payments received through third-party systems, and other duties as needed.
- Coordinate relationships with select event donors, sponsors, and vendors.
- Review proposals and draft select vendor contracts, as well as organize contract review and execution.
- Set-up, operate and maintain the online auction platform for four fundraising events, including uploading of item descriptions and confirming receipt of donated auction items.
- Build and coordinate review and approvals for 30 pre-and post-event communications in MailChimp system.
- Support event website maintenance and updates in coordination with NYJL Communications staff and key volunteers.
- Serve as on-site liaison to track and confirm receipt of deliveries and coordinate with NYJL's Food & Beverage and Communications staff as needed.

Day-of-Event Support

- Attend all fundraising events, including some nights and weekends.
- Provide on-site logistical support for each event (run of show, check-in, troubleshooting, etc.).
- For auction events, support item check-out and distribution along with key volunteers.

Post-Event Support

- Upload revenue and ticket details processed through Square, CrowdRise, and other third-party systems into core CRM system (Digital Cheetah).
- Create customized mail merge for all tax acknowledgements.
- Track, record and distribute auction items post-event.

Qualifications & Requirements

- Bachelor's degree or 2 years of equivalent experience.
- 2-4 years of experience, preferably at a nonprofit organization.
- Exceptional organizational skills and comfort working in Excel, Word, and Google Docs.
- Proactive self-starter with creative problem-solving abilities.
- Ability to train volunteers and staff on best event practices and relevant event technology.
- Exceptional attention to detail.

- Ability to work independently and as part of a team to collaborate effectively with a wide range of staff, partners, vendors, and volunteer leadership.
- Ability to manage multiple projects at once and prioritize tasks as needed.
- Strong customer service orientation.
- Sensitivity to confidential donor information.
- Ability to find creative solutions to issues as they arise.
- Flexible schedule with the ability to work evenings and weekends as needed.
- Prior experience working with volunteers a plus.
- Technological fluency: experience with CRMs, Canva, CrowdRise, GiveSmart, MailChimp, Square, and/or Trello not required, but valuable.

Personal Profile

This individual will demonstrate organizational and operational excellence in event execution. A successful candidate must thrive on change and collaboration and be a proactive problem solver. An effective candidate is not only strategic and creative, but also willing to roll up their sleeves on all aspects of the position.

Application

For more information or to apply for this position, please email your cover letter and resume to: HR@nyjl.org.

Application Deadline

Position is available immediately.

The New York Junior League is an equal opportunity employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.

To learn more, visit www.nyjl.org