



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. With an annual budget of over \$4,000,000 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 Fundraising Events Committees and ensuring efficient and effective management of the NYJL's fundraising events. He/she will work closely with the Management Council and Fundraising Events Committees.

Responsibilities include but are not limited to the following:

- Supports the execution of NYJL fundraising events throughout the fiscal year, with a special emphasis on marathon teams, house tours, galas, shopping fundraisers, fitness events and the culinary fundraiser. Responsibilities include, but are not limited to these specific events.

- Prepares a variety of reports including weekly ticket reports, post-event revenue reports and oversees preparation of event reconciliations.
- Communicates with event co-chairs and vice chairs throughout the entire event planning, execution and post-evaluation process.
- Prepares and tracks all vendor and sponsor contracts associated with fundraising events alongside the event committee leaders, under the supervision of the Associate Director of Development.
- Assists the Associate Director of Development in cultivation of conversations for broader corporate sponsorships
- Facilitates the set-up, operation and maintenance of the NYJL's online auction platform and serves as a point of contact with 501 Auction.
- Supports fundraising committees in the development of auction lot descriptions and coordinates the approval process of all auction details in coordination with the Auction Committee.
- Executes all post-event auction tasks including distribution of auction items to winners, and assists in securing outstanding payments and reconciling auction revenue with Accounting.
- Monitors all revenue for each event is collected in a timely fashion including event tickets, auction items and underwriting pledges.
- Oversees event-related data entry and ensures accuracy and timely entry for event attendee, donor and prospect tracking purposes.
- Coordinates the production of acknowledgments and tax letters for event donors and participants.
- Attends all fundraising events and provides on-site logistical support to the Fundraising Events committee leaders and staff.
- Attends Fundraising Events committee meetings along with Fundraising Events Leadership Council meetings as needed.

Qualifications & Requirements

- Bachelor's degree or 2 years of equivalent experience.
- 2-4 years of experience in fundraising events at a nonprofit organization.
- Knowledge of principles, methods and practices of special event fundraising.
- 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.
- Experience with online auctions and auction software beneficial.
- Sensitivity to confidential donor information.
- Prior experience working with volunteers.
- Website management skills, including SQL programming, preferred.
- Excellent writing, analytical, and organizational skills, as well as an attention to detail.
- Ability to find creative solutions to issues as they arise.
- Knowledge of Microsoft Office applications, particularly Excel.
- Comfortable working in Google Drive and with project management software.
- Flexible schedule with the ability to work evenings and weekends as needed.
- Demonstrated commitment to the NYJL's mission and values.
- Experience with Digital Cheetah desired but not required.

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 creative 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