



## Position Description

**ORGANIZATION:** AI Sigl Foundation

**TITLE:** Manager of Fundraising Events & Volunteer Engagement

**FUNCTION:** To implement fundraising events and donor events for AI Sigl Foundation; to solicit, secure, and manage sponsorship and in-kind support for fundraising events and projects; and to recruit volunteers for engagement with fundraising events and projects.

**REPORTS TO:** Vice President, AI Sigl Foundation/ Director of Development

**WORKS WITH:** Foundation staff, volunteers, sponsors, donors

**HOURS:** Full Time: 37.5 hours per week, additional hours as necessitated by the responsibilities of the position

### PRIMARY RESPONSIBILITIES:

- Implement four major fundraising events annually with base net revenue of \$300,000.
- Recruit, motivate, and steward volunteers.
- Manage a portfolio of approximately 50 sponsors/donors.
- Participate in securing in-kind donations for fundraising events and projects.
- Plan and implement cultivation, stewardship, and recognition events/activities for donors.
- Motivate staff and volunteers to achieve established goals—financial and otherwise—for fundraising events and other projects.

### ADDITIONAL RESPONSIBILITIES:

- Serve as liaison between AI Sigl Foundation and representatives of AI Sigl Member Agencies on fundraising events and securing sponsorships.
- Prepare and monitor fundraising event budgets, including projecting annual revenues and expenses.
- Manage corporate and community partner engagement with AI Sigl Community and third-party fundraising events.
- Work with staff to maintain ongoing records for corporate sponsors, acknowledge gifts in a timely manner, and maintain records on gifts for special events.
- Develop and update annual master calendar of deadlines for all events including submission of sponsorship requests, follow-ups, etc.
- Ensure that logistics for all committee meetings, including meeting notices, agendas, minutes, and follow-up correspondence and status reports are managed.
- Other duties as assigned.

**EXPERIENCE:**

- Database management experience.
- Proficiency in Microsoft Word, Excel, PowerPoint, various social media and crowdfunding platforms.

**PERSONAL QUALIFICATIONS:**

- Excellent planning and organizational skills.
- Excellent interpersonal skills and a team-oriented focus.
- Effective oral and written communication skills with accuracy and attention to detail.
- Ability to manage multiple tasks.
- Ability to self-prioritize daily and weekly workloads.
- Ability to meet and exceed deadlines.

**Please submit resume and cover letter to:**

**Debra Salmon  
Al Sigi Foundation  
1000 Elmwood Avenue, Suite 300  
Rochester, NY 14620**