



Position Description

ORGANIZATION: AI Sigl Foundation

TITLE: Associate Director of Development

FUNCTION: To achieve fundraising goals of the Foundation. Responsibilities include developing, implementing, and evaluating fund development strategies that will meaningfully engage and motivate donors to meet annual fund and fundraising event goals.

REPORTS TO: Vice President, AI Sigl Foundation

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:

- Create strategies for engaging and cultivating existing annual donors prioritizing retention and increased giving.
- Lead corporate giving efforts with a focus on sponsorship solicitation and workplace engagement activities.
- Work with Manager of Fundraising Events & Volunteer Engagement to coordinate and execute fundraising events including creating content for event emails, website, invitations, letters, and sponsorship packages.
- Develop and update annual master calendar of deadlines for all events including submission of sponsorship requests, follow-ups, etc.
- Drive increased attendance at events and develop plans to build connections with new attendees and donors.
- Recruit for and manage effective volunteer committees and other volunteer efforts providing leadership responsibility for the AI Sigl Council.
- Support Foundation efforts to build awareness and clarify the AI Sigl Community of Agency brand including representation at community events.

ADDITIONAL RESPONSIBILITIES:

- Serve as liaison between AI Sigl Foundation and representatives of AI Sigl Member Agencies on fundraising events.
- Prepare fundraising event financial forecasts including benchmarking of similar non-profit events.
- Actively utilize donor CRM to effectively track donor, corporate, event, and volunteer activities.
- Provides superior customer service to constituents through online support, timely responses to emails, and telephone communications.
- Plan other events as needed.
- Other duties as assigned.

EDUCATION:

High school diploma is required, college degree preferred. Minimum of 3-5 years of relevant experience is required, or a combination of education and experience.

EXPERIENCE:

- Database management experience.
- Proficiency in Microsoft Word, Excel, PowerPoint, various social media and crowdfunding platforms.
- Preference for previous experience working in not-for-profit environment or related field.

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:

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