



Position Description

- TITLE:** Manager of Fundraising Events & Volunteer Engagement
- FUNCTION:** To implement fundraising events and donor events for AI Sigl Foundation; to solicit, secure, and manage in-kind support for fundraising events; and to recruit volunteers for engagement with fundraising events and projects.
- REPORTS TO:** Vice President, AI Sigl Foundation
- WORKS WITH:** Foundation staff, volunteers, donors
- HOURS:** Full Time: 37.5 hours per week, additional hours as necessitated by the responsibilities of the position
- PAY:** \$42,000 - \$45,000 based on experience

PRIMARY RESPONSIBILITIES:

- Implement four major fundraising events and 3-4 smaller scale events annually with total base net revenue of \$300,000.
- Recruit, motivate, and steward volunteers.
- Participate in securing in-kind donations for fundraising events.
- 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.
- Prepare and monitor fundraising event budgets, including projecting annual revenues and expenses.
- Ensure all event logistics are planned and executed.
- Support promotional efforts for events to include social media, marketing materials, and other toolkits needed for successful fundraising and event attendance.
- Develop and update annual master calendar of deadlines for all events including submission of sponsorship requests, follow-ups, etc.
- Lead event committee meetings and supporting activities like meeting notices, agendas, minutes, follow-up correspondence, and status reports.
- Direct all activities associated with the AI Sigl Council – a young professionals group focused on supporting AI Sigl and building non-profit volunteer leadership skills.
- Other duties as assigned.

EXPERIENCE:

- Database management experience.
- Proficiency in Microsoft Word, Excel, PowerPoint, various social media and crowdfunding platforms.
- Creative design tools like Canva and WordPress/block editing.

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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