



Achieving More Together

## Position Description

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

**FUNCTION:** To implement fundraising events and donor events for Al 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 & Director of Development, Al 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.

**PAY:** \$42,000-\$45,000 based on experience.

### PRIMARY RESPONSIBILITIES:

- Implement four major fundraising events annually with a 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 for financial and otherwise for fundraising events and other projects.

### ADDITIONAL RESPONSIBILITIES:

- Serve as a liaison between Al Sigl Foundation and representatives of Al 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 Al Sigl Community and third-party fundraising events.
- Work with staff to maintain ongoing records for corporate sponsors, acknowledge gifts promptly, 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.

**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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