

Fundraising and Development Coordinator Job Description

Application must include resume, cover letter and salary requirements in order to be considered. To apply, email your resume and cover letter with salary requirements to: mlarsen@poweredbyprofessionals.com.

Join Our Team: Fundraising and Development Coordinator at Powered by Professionals (PBP)

Location: New York City, NY

Position Type: Full-time, Hybrid Office Set-Up with two days each week in the office

Salary: \$50,000 - \$65,000 based on experience

Experience: 1-3 Years of Fundraising and/or Development Experience (Fundraising Events preferred)

Education: Bachelor's Degree

Who We Are

At Powered by Professionals (PBP), excellence in event management, fundraising, and consulting is not just our goal—it's our standard. Located in the bustling epicenter of New York City, we are a leading firm dedicated to producing memorable events exclusively for nonprofits. From elegant galas to engaging run/walks, our portfolio is diverse, impactful, and meaningful.

We believe in the power of unity to create a ripple effect of change. Our mission is simple yet profound: to connect hearts and hands to causes that matter. Whether it's guiding individuals, families, or corporations to volunteer opportunities that spark a light in their souls, or empowering them to weave their own tapestry of change through charitable organizations, we're here to make the world a better place, one event at a time.

Learn more about our work here: <https://www.poweredbyprofessionals.com/>

Step Into a Role That Matters: Fundraising and Development Coordinator

As a Fundraising and Development Coordinator, your dedication to driving impactful business strategies will be key in supporting the CEO and Events team across a range of nonprofit client projects. You will play a vital role in creating and maintaining relationships, ensuring the success of fundraising initiatives, and assisting with orchestrating events. Here's how you will make a difference:

- **Fundraising & Outreach Coordination:** Collaborate with honorees, board members, and other event participants on outreach strategies to their networks. Conduct outreach on their behalf, ensuring engagement and maximizing fundraising efforts.
- **Data Management & Communication:** Manage tracking client data, including event outreach, contributions, sponsor benefits, and invoices. Work with honorees, chairs, and award recipients on mailing lists, sponsor solicitation, meetings, and post-event communication.
- **Sponsorship Research & Outreach:** Conduct research to identify potential sponsors for events, perform cold outreach to secure sponsorships, and identify connections between your organization and potential sponsor companies.
- **Client Acquisition & Relationship Building:** Research and track potential clients, set up pitch calls, and develop pitch decks and proposals. Build and maintain strong relationships with existing clients, identifying next steps and opportunities for growth.
- **Team Collaboration & Coordination:** Work in close partnership with team members across departments to ensure a cohesive approach to event planning, execution, and follow-up.

What You'll Bring:

- A bachelor's degree with 1-3 years of experience in fundraising and/or development (fundraising event experience preferred).
- A solid technical acumen, comfortable with CRMs and adept at learning and managing new technologies.
- Exceptional organizational, planning, and time management skills, capable of juggling multiple projects simultaneously.
- Strong communication skills, both for internal team collaboration and external relationship building.
- Creativity and a keen eye for detail, enhancing our events with innovative ideas and meticulous execution.
- The ability to thrive in a flexible, dynamic environment, adapting quickly from one project to the next.
- A commitment to excellence, with a positive, team-oriented attitude and an enthusiastic, initiative-taking approach.

Why Join PBP?

- **Impactful Work:** Every event you lead will directly contribute to our mission of making the world a better place.
- **Growth Opportunities:** We're committed to your professional development, offering a platform to grow your skills and advance your career.
- **Flexible & Inclusive Environment:** Our hybrid office setup (with two days a week in the office) and flexible schedule accommodate your work-life balance while fostering a culture of diversity and inclusion.
- **Comprehensive Health Benefits:** Eligibility for our health benefits program begins three months after you join us, offering substantial company contributions to support your health and well-being.
- **401(k) Retirement Plan:** Once you've been with us for a full year, you're eligible for our 401(k) which includes employer matching.
- **Generous Time Off:** Recharge with 15 PTO days, 4 summer Fridays, a day off for your birthday, an additional five days off in December, and 4 floating holidays.

This role is perfect for a strategic thinker who is passionate about making a difference through impactful events. If you have a knack for technology, a flair for creativity, and a heart for nonprofit work, we would love to hear from you. Join us at PBP and help us create events that inspire change and foster community engagement.

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