



POSITION DESCRIPTION

Job Title: Events and Community Engagement Associate

FLSA Status: Non-Exempt

Indicate all that apply to this position: Full-time Part-time

Job Summary:

The Events and Development Associate serves as a key team member in advancing and implementing the agency's development strategy, working collaboratively to promote the success of fundraising activities aimed at attracting support from individuals, civic groups and corporations. This individual works closely with the Sr. Development Officer on agency fund development; helping to create an annual plan for increasing revenue which supports the agency's mission and goal for financial growth.

Key Relationships:

Reports To: Sr. Development Officer

Supervises: N/A

Job Responsibilities:

As part of the agency's development planning process, work with the Sr. Development Officer to establish annual goals, objectives, and strategies for the agency's development activities.

1. Manage and coordinate events that support the agency's fundraising activities and further donor cultivation activities. Oversee all event activities, including securing sponsorships, interfacing with venues, other event logistics, compiling of guest lists and subsequent RSVP lists, and managing collateral materials and publications.
2. With the Sr. Development Officer, the associate is responsible for managing the annual appeal and working with select individual donors, participates in donor cultivation and stewardship, and participates in the donor recognition program.
3. The associate is responsible for managing and maintaining the donor database (currently Salsa) including processing gifts, preparing acknowledgments, and maintaining donor files.

Collaborate with Office Assistant to maintain a system for entering, tracking and managing volunteers and individual donors, track donor ratings and run and/or interpret reports on progress toward goals.

4. Work with Sr. Development Officer on an annual corporate gift strategy. Assist in identifying corporations with giving potential and strategize solicitations.
5. Manage and help build “third party” events, participate in growth of volunteer program and engage new businesses and civic organizations to partner with BBBS.
6. Organize, lead and support Board Committees in developing events. This includes the Bowl for Kids’ Sake Committee, Golf Fore Kids’ Sake Committee, and Annual Gala Committee (others as needed).

Position Qualifications:

Minimum Education and Experience:

Bachelor’s Degree preferred, Associates Degree accepted, in Communications, Public Relations, Marketing, Business or related field; 1 – 3 years related experience required, or equivalent combination of education and experience.

Computer Skills:

- Basic Outlook
- Intermediate Microsoft Word
- Intermediate Excel
- Basic PowerPoint
- Donor Management Software
- Social Media and other web or cloud-based products and services
- SharePoint

Knowledge, Skills and Abilities:

1. Organizational skills, accuracy, attention to detail, and ability to prioritize workflow are critical.
2. Excellent communication (written and verbal) skills, are essential, with the ability to build and maintain relationships.
3. Anticipates and responds to changing business conditions with innovative and creative solutions.
4. Proven integrity.
5. Flexibility, creativity and team-centered philosophy.
6. An articulated belief in the mission of BBBS.

Physical and Other Requirements:

Extended periods of time typing, data entry, sitting, read, writing. Lifting up to 20 lbs.

1. Mental Requirements include: General, Visual, and Numerical Intelligence. Analytical skills.
2. Traveling will be required on an as needed basis to meetings, appointments and events; reliable transportation required.
3. Occasional evenings and weekend work required as needed.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting, in the community and remotely if necessary. For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment. The noise level in the work environment is moderate.

This is a hybrid position and requires a minimum of 3 days in the office, currently located at 37 South Washington Street, Rochester, NY 14608

Revised: April 4, 2022

To apply for this position, please send a cover letter and resume to:

Lisa Mattoon, CEO
lmattoon@bbbsr.org

The above statements are designed to outline essential functions, minimum qualifications, and job scope. This description is not meant to limit or, in any way, modify the right of leadership to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand and comply with agency policies and procedures, regulatory expectations, organizational standards, etc.