



## **Coordinator, Events and Corporate Sponsorships**

Reporting to the Manager, Events and Corporate Sponsorships, the Coordinator, Events and Corporate Sponsorships is responsible for the coordination and execution of fundraising events at The New York Women's Foundation. Additionally, this position is responsible for assisting in corporate fundraising and sponsorships around events.

### **Job Duties & Responsibilities**

- Working with Manager, Events and Corporate Sponsorships, responsible for planning, execution and follow-up for development events including The Foundation's three annual signature events: The Celebrating Women Breakfast, Radical Generosity Dinner and Neighborhood Dinner.
- Assist with development of event timelines and coordinate with team members, venue and vendors to meet deadlines and deliverables.
- Assist with event fundraising, including working with event chairs and committees to promote and sell event tickets and sponsorships, schedule planning meetings, prepare agendas and correspondence, and take meeting notes.
- Manage invitation, attendee and donor lists for all events.
- Maintain accurate contact and correspondence records for corporate sponsors and event attendees in Raiser's Edge CRM database.
- Work with event vendors and venues from contract through event day to ensure seamless and efficient behind the scenes event operations.
- Assist in generating event correspondence and sponsorship outreach including mailings, proposals, marketing materials, acknowledgment letters, contracts, reports and preparing supporting materials.
- Manage, update and pull reports from event software for online ticketing, sponsorships and donations for all events.
- Assist with event guest relations as well as coordinate with event honorees and presenters.
- Work with manager to secure and fulfill corporate event sponsorships including prospect research, solicitations, proposals, and facilitation of sponsorship deliverables.
- Assist in planning other development events throughout the year including cultivation and custom corporate sponsorship events.
- Volunteer outreach and management for on-site event support
- Perform other responsibilities as assigned



## Qualifications

- Two to Five (2-5) years of experience in nonprofit events and development.
- Ability to work effectively both independently and collaboratively as part of a highly motivated, energetic development team in a hybrid work environment.
- Highly detail-oriented with excellent organizational and time management skills and the ability to move multiple projects forward simultaneously.
- Strong writing and communication skills required.
- Experience using Raiser's Edge or similar CRM database highly desired.
- Professional demeanor and strong interpersonal skills
- Bachelor's degree or equivalent experience with emphasis on business, communications/marketing, or related field required.
- Microsoft Office suite including Power Point proficiency, Adobe or Canva skills a plus.
- Dedication to The New York Women's Foundation's mission to advance an equitable and just future for all women and girls, (cis and trans), non-binary and gender-expansive people.
- Some evening and weekend hours required for events.

**HOW TO APPLY:** To apply, please submit a cover letter describing qualifications for and interest in the position and your resume and contact information to Beth Allee at [eeallee@nywf.org](mailto:eeallee@nywf.org). Please include "Coordinator, Events and Corporate Sponsorships" in the subject line.

The start date for this position is expected to be as soon as possible after the candidate is selected and is negotiable depending upon the candidate's prior commitments.

The NYWF is a hybrid workplace, with employees working both in-office and remotely commensurate with what is required to perform effectively. This position will be expected to work in-office at least one – three days a week.

## COMPENSATION:

\$70,000 - \$75,000

**HIRING POLICY:** The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation,



gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

All employees and guests to the facility must be fully vaccinated. If you would like to request a reasonable accommodation for the application or interview process, please email [eallee@nywf.org](mailto:eallee@nywf.org).

**NO TELEPHONE CALLS, PLEASE.**