



## FOOD BANK OF WNY JOB DESCRIPTION

**POSITION TITLE: SPECIAL EVENTS COORDINATOR**  
**REPORTS TO: DEVELOPMENT MANAGER**

**SUMMARY OF DUTIES:** Acts as lead contact and project coordinator on special events and projects identified throughout the year. Coordinates all aspects of work associated with special events and related visibility within the community. Coordinates donor acknowledgment duties relating to events, ensuring calls are made and letters are sent in a timely manner. Assists with Development projects and donor relations including calls, letters and meetings as needed and directed by Development Manager.

### **RESPONSIBILITIES:**

#### **SPECIAL EVENTS COORDINATION:**

- Coordinates special event planning and execution, including generation of detailed project plans, budgets, timelines and check lists for each event. Participates on event-specific committees by running and/or attending meetings, taking minutes, and following up on action items.
- Tracks and maintains sponsor information, including pledge agreements and payment reminders, for special events and campaigns leveraging the Food Bank of WNY's Donor Management software
- Coordinates and monitors participant registrations, ticket sales, etc. for all events and fundraisers.
- Solicits, secures and cultivates sponsorships.
- Works with Food Bank of WNY partners to create, develop and implement new events when applicable.
- Generates, customizes and obtains signatures for high quality, event-specific donor acknowledgment letters in a timely manner.
- Conducts a minimum of 30 donor calls per month.
- Organizes and conducts business meetings as needed with donors, event partners and new or existing sponsors and prospects.
- Assists with or manages other Development projects as directed by Development Manager.
- Assists with administrative support and departmental coverage as necessary, to include special projects and committee support.
- Performs other duties as requested.

#### **QUALIFICATIONS REQUIRED:**

- Associates degree and one to two years of experience in the field or in a related area
- Excellent communication skills, both written and oral, with the ability to summarize and promote projects, events and promotions

- Strong knowledge of social networking and social media
- Strong interpersonal and teamwork skills with ability to work effectively with internal and external business contacts including event software representatives.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner
- Able to work independently under the direction of the Development Manager; take direction well, use active listening skills, ask questions and take notes
- Have a professional attitude and appearance at all times, demonstrating excellent public relations and customer service skills
- Proficient knowledge of Microsoft Office, Word, Excel and Outlook
- Must be flexible and able to work evenings and weekends to support Food Bank of WNY events
- Valid NYS driver's license and the ability to travel locally as needed
- Fluency in English required

**QUALIFICATIONS PREFERRED:**

- Bachelor's degree in related field
- Knowledge of Spanish helpful

**The Food Bank of WNY is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.**

All completed applications must be submitted to Development Manager, Sarah Snyder at **[SSnyder@foodbankwny.org](mailto:SSnyder@foodbankwny.org)**