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Position Title:**Development and Event Fundraising Specialist

**Position Level:** Mid

**Salary or Range:** $75K range

**Posting Date:**  November 17, 2022

**Job Summary**

The Development and Event Fundraising Specialist is responsible for building and managing relationships with individual donors/prospects, while managing and leading fundraising events to help BBBSLI achieve its fundraising goals.

**Accountability**

The Development and Event Fundraising Specialist will report to the Chief Development Officer.

**Responsibilities**

* Communicate Big Brothers Big Sisters vision, mission and values to public, donors, and persons of influence.
* Set and achieve, in close collaboration with the CDO, multi-year and annual agency revenue goals.
* Provide donor stewardship, manage information systems (gift entry; database management; report generation), and conduct prospect research.
* Review active and lapsed individuals and corporations, as well as research potential new relationships, for the purpose of donor engagement, cultivation, and solicitation.
* Solicit, secure, and handle all details associated with sponsors, attendees, and auction/raffle items, for assigned special events.
* Responsible for planning and execution of fundraising events.
* Build and manage Young Professional Board, with support from CDO.
* Assist in identifying honorees, guests, and donor prospects.
* Assist in the outreach of corporate partners to support match activities
* Perform other Development function duties as determined by the CEO and CDO.
* Act as an ambassador for the agency and feel comfortable presenting and speaking to groups.
* Additional tasks as deemed necessary.

**Qualifications**

* Bachelor’s Degree
* Minimum 6 years experience in fund development
* Demonstrated success in increasing individual giving
* Demonstrate a strong ability to plan and execute successful fundraising events
* Excellent written and oral communication skills
* Experience in pipeline development, prospect review and qualification, proposal development, report writing, successful cultivation and solicitation.
* Must possess a valid driver’s license and ability and willingness to travel locally.
* Demonstrated experience managing a portfolio of donors and potential donors with a proven track record of building relationships.
* Effective, experienced, and confident public speaker.
* Expertise in forging strong relations with external constituents; fundraising experience, particularly in securing gifts and/or working with high-net-worth individuals.
* Ability to motivate and lead staff, volunteers, and members of the donor community.
* Team player mentality.

A successful Development & Event Fundraising Specialist will be energetic and self-driven, outgoing and personable with the ability to engage stakeholders.  An articulated belief in the mission of Big Brothers Big Sisters of LI and the ability to effectively communicate the mission, vision and values to the public are essential. The ideal candidate will have the ability to grow strong and trusting relationships to foster new and existing supporters while determining how a donor would be interested in supporting the organization.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, reach with hands and arms, talk, and hear. The employee is occasionally required to walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**FLSA Status**Exempt

**Position Location**

Westbury, NY 11590

We offer a competitive salary, a comprehensive benefit package including medical, dental, vision, retirement plan, student loan reimbursement assistance and generous paid time off as well as a hybrid, in-office/remote work schedule.

Please submit cover letter, including salary requirements, and resume via mail, email or fax to:

Carmelina Vassallo

Director of Human Resources

145 Sycamore Avenue

Islandia, NY 11749

[cvassallo@bbbsli.org](mailto:cvassallo@bbbsli.org)

fax (631)232-7955

Big Brothers Big Sisters of Long Island is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.