



POSITION DATA

JOB TITLE: Coordinator, Corporate Giving
DEPARTMENT: Institutional Advancement
REPORTS TO: Manager, Corporate Giving
JOB CLASSIFICATION: Nonexempt
DATE: January 2022

POSITION OVERVIEW

The Coordinator, Corporate Giving is part of a three-person team that supports departmental efforts to develop and implement an annual fundraising plan specific to existing and prospective corporate donors. Through donor cultivation and servicing, this individual will primarily focus on signature annual fundraising events, corporate sponsorship opportunities and corporate membership. Additionally, this role is responsible for the creation, maintenance and distribution of commitment sheets, in-kind gift paperwork, pledge agreements, and gift acknowledgments. All Institutional Advancement staff also provide support to other areas of the department such as, Institutional Giving, Individual Giving and Membership and Annual Giving.

ESSENTIAL FUNCTIONS

- Creates, maintains, and distributes event commitment sheets on an ongoing basis.
- Responsible for generating and preparing reports through Raiser's Edge and general donor data maintenance.
- Serves as solicitor of sponsorships, in-kind gifts, and general operating gifts.
- Assists with in-kind gift management, fulfillment, and compliance.
- Assists with the drafting of letters, briefings, general information, grant proposals and reports, as directed.
- Drafts solicitation and thank you letters on behalf of departmental staff, Senior Staff, and the Board of Trustees.
- Performs other duties, as assigned.

EVENT REQUIREMENTS

- Assists with special projects and events in support of all 9/11 Memorial & Museum, as assigned.
- Events may occasionally result in an extended workday or weekend commitment.

VOLUNTEER REQUIREMENT

- Participate in the Annual 5K Fundraiser and September 11th Commemoration.
- Assist with other special projects and events in support of the 9/11 Memorial & Museum mission, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT:

- Bachelor's Degree required
- 2+ years professional experience in an office environment, preferably a non-profit

- Fundraising and event experience
- Strong computer skills - proficiency in full suite of Microsoft Office applications required and expertise with Raiser's Edge preferred.
- Must be able to work closely with other members of the Institutional Advancement team and assist where needed, including providing research and preparing for events and other fundraising initiatives
- Excellent communication skills necessary, including the ability to write and speak clearly and effectively with all stakeholders (Board of Trustees, 9/11 Family Members, staff, donors, etc.)
- Ability to collaborate effectively with all departments on a variety of initiatives
- Professional, friendly, and enthusiastic personality

HOW TO APPLY

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to 911mmiajobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description is representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk, listen, use hands to type data, touch, feel, reach with hands and arms, and dial the telephone. The employee is also required to stand and walk. Vision requirements include close, distance, peripheral vision, depth perception and ability to adjust focus.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no hazards and no protective devices worn or used in the office work environment. Minimal travel is required.