

PO Box 4904
Grand Island, NE 68802
308-385-5900 ext. 201170
khookerleep@gips.org
www.gipsfoundation.org



Fundraising Coordinator, Foundation

Job Description

General Description

The Foundation Fundraising Coordinator is responsible for the leadership, management, and execution of the special events. Must have proven experience in fundraising, development, sales, or related field, preferably within a nonprofit organization. Reporting to and working directly with the Executive Director.

Essential Functions

Special Event(s):

- Execute signature special event for the GIPS Foundation.
- Coordinate and manage the signature event, including acting as the staff liaison to the committee.
- Secure event sponsors, including in-kind sponsorships.
- Research and investigate all venues for events, including preparing overall cost analyses for each venue.
- Solicit and manage all vendors related to special events, and manage and negotiate contracts with input from the Executive Director.
- Create, in collaboration with the Marketing Coordinator: corporate sponsorship materials for the signature event, including in-kind (auction), sponsorship benefit levels, and solicitation letters.
- Track sponsor contracts, and ensure donor(s) receive all benefits.
- Prepare event collateral material, plan events, generate guest lists, coordinate leadership and staff, and follow through on event logistics and execution.
- Develop and meet event revenue goals for existing and new events, and manage event expense budgets utilizing metrics and data.
- Manage and recruit volunteers.

Education and Experience:

- Minimum 3 years of development experience including success in individual giving, corporate sponsorship, and special events fundraising and management.
- Experience with fundraising and data management systems.

Skills and Abilities:

- Proven success in identifying and soliciting funds from individuals, corporations, and foundations from a variety of sources and in developing relationships with donors.
- A record of measurable results in organizing and implementing such activities as major gifts, annual gifts, direct mail, and special events.

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- Exceptional written and verbal communication skills required. Demonstrated ability to write clear and persuasive proposals.
- Excellent time management skills and a high degree of organization, careful attention to detail, ability to multitask, and to prioritize and manage multiple projects and deadlines.
- Familiarity with Grand Island is preferred, and flexibility to travel, most of which will be regional in scope.
- High energy and passion for GIPS Foundation's mission are essential.
- Ability to work on selected weekdays, evenings, and weekend evenings as required.
- Computer literacy including Word, Excel, PowerPoint, knowledge of donor software and other fundraising software is highly desirable.
- Well-disciplined, self-motivated, and goal-driven; able to work with a high degree of independence as well as part of a team.

Benefits and Schedule

- The position is 32 hours per week
- Salary range \$36,000 – \$45,000 + benefits after probationary period
- Occasional evenings and weekend evenings as required