



Crosby Scholars

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Development and Special Events Coordinator - Crosby Scholars Program

Position Information

Company	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 www.crosbyscholars.org
Working Title	Development and Special Events Coordinator
Job Category	Administrative/Professional
Position Type	Staff & Administrative
Cycle of Appointment	12 months
Hours Worked Per Week	30 hours per week
Work Schedule and Hours	Consistent weekly schedule to be determined by employee - some evenings and weekends required
Salary Range	Salaried: Dependent upon experience and qualifications.
Job Summary	<p><i>Reporting to the Director of Development</i>, this position's primary responsibilities are:</p> <ul style="list-style-type: none">• Plan, coordinate, promote and successfully implement special events that include, but not limited to, the Crosby Scholars Invitational Golf Tournament and Birdies and Brunch; these are the two central fundraisers for Crosby Scholars that together raise over \$300,000,• Identify and maintain list of prospective donors/sponsorships and lead fundraising efforts for special events,• Coordinate on-line giving programs; Higher Education Day and Giving Tuesday,• Serve on the grants writing team to help write and monitor grant programs as related to special events

	<ul style="list-style-type: none"> • Serve on Development and Marketing Committees, • Represent the organization through speaking engagements, • Work with the development team in planning and implementing the Capital Campaign, • Use of the donor database program, Exceed, • Produce reports as needed from Exceed, • Work to achieve goals and objectives as outlined in the Strategic Plan, • Assist with general program activities, as needed, and • Other duties as assigned. <p>The ideal candidate is a self-starter who uses data to drive informed decisions for the team.</p>
Required Qualifications	<p>A four-year degree preferred but related work experience will be considered. Strong written and oral communication skills.</p> <p>Ability to engage stakeholders and communicate the Crosby Scholars mission. Experience in fundraising and donor relations. Experience in working with donor management software.</p>
Preferred Qualifications	<p>Experience in working in a non-profit setting.</p> <p>Managing systems.</p> <p>Reviewing financial projections.</p> <p>At least 5 years of community relations experience.</p>
Desired Knowledge, Skills and Abilities	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and changing conditions.</p> <p>Ability to embrace and promote a diverse environment.</p> <p>Proficient in Microsoft Office, Google Platforms and must be comfortable using emerging technologies.</p>
Working Conditions	<p>Must be able to do light lifting and have reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, submit a resume to the attention of Angie Murphrey, Crosby Scholars Program at amurphrey@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.