

Job Title:	Events and Campaigns Coordinator	Job Category:	Salaried Full Time
Location:	1901 Centre Ave Pittsburgh, PA 15219	Travel Required:	Local
Level/Salary Range:	Commensurate with experience and education	Schedule:	Monday through Friday 8:30 AM to 5:00 PM Occasional evenings and weekends
Applications Accepted By: Marsha Kolbe, Development Manager			
Fax: (412) 281-7638 Email: marsha@pittsburghpromise.org Subject Line: Development Coordinator		Mail: Marsha Kolbe The Pittsburgh Promise 1901 Centre Avenue, Suite 204 Pittsburgh, PA 15219	
Job Description			
Job Purpose: The purpose of this position is to raise funds through special events and a community-wide grassroots campaign			
Duties: <i>Grassroots Campaign</i> <ul style="list-style-type: none"> • Develop creative initiatives that engage Pittsburgh’s broader community in financially giving to, and raising money for, the work of The Pittsburgh Promise. This is to include PPS students, parents, and employees, neighborhood residents and organizations, and the greater western Pennsylvania region • Develop and implement an effective follow-up plan to the introductions made <i>Monthly Social Gatherings</i> <ul style="list-style-type: none"> • Plan and execute monthly gatherings (dinners, cocktail parties, desserts, lunches, etc) at donors’ homes with the purpose of cultivating new prospective donors • Develop and implement an effective follow-up plan to the introductions made <i>Recurring Events</i> <ul style="list-style-type: none"> • Plan, oversee, and grow recurring fundraising events such as the Pittsburgh Marathon, Parents for The Promise luncheon, Pittsburgh Gives, and others for the express purpose of engaging donors and increasing donations • Develop and implement an effective follow-up plan to the introductions made <i>Major Events</i> <ul style="list-style-type: none"> • In cooperation with The Promise’s contracted event planner, provide staff support for major fundraising events, galas, and other celebrations • Develop and implement an effective follow-up plan to the introductions made 			
Skills/Experience/Qualifications: <ul style="list-style-type: none"> • Successful fundraising record • Proven events planning background • Exceptional writing and speaking skills • High comfort level with networking and cold calling • Undeniable ability to manage multiple tasks simultaneously • Seasoned ability to create and manage budgets • Careful attention to detail • Mature understanding of Pittsburgh’s leadership community • Deep desire to engage Pittsburgh’s grassroots community • Profound respect for donors • Grounded appreciation for the sensitivity and confidentiality of the work of fundraising • Unwavering commitment to excellence 			