



**South East Area Coalition  
SEAC Outreach Coordinator**

**Mission Statement**

*SEAC promotes quality of life within the Rochester's south east area by connecting individuals and community partners to essential resources.*

**Organization Description**

The South East Area Coalition, Inc. is a Neighborhood Preservation Company that facilitates community and economic development in southeast Rochester. We help the citizens who live and work in southeast Rochester to accomplish goals and initiatives for their neighborhoods and businesses. We support existing neighborhood and merchant associations, as well as help to organize citizens into groups to generate sought-after results.

**Job Description**

The South East Area Coalition is looking for an individual living in SEAC's service area with a strong passion for non-profit work and the desire to strengthen the agency's mission and programs within its Four Pillars of Focus: Poverty, Neighborhoods/Communities, Children, and Local Businesses.

The position consists of a semi-flexible schedule of 20 hours per week, although some evening and weekends will be required due to events and meetings.

The Fundraising Coordinator reports directly to and partners with the Executive Director to develop fundraising events and initiatives to fund the agency and its programs.

**SEAC Fundraising Coordinator Responsibilities**

- Collaborate with Executive Director (ED) and Community Engagement Coordinator on various fundraising projects
- Attend monthly Fundraising Committee meetings
- Represent SEAC at various meetings and events
- Build relationships and collaborate with community partners, individuals, and associations
- Oversee projects assigned by ED in relation to SEAC's Four Pillars
- Actively participate in and solicit support for SEACs various projects, programs, and initiatives

- Determines objectives and requirements for fundraising events, develops specific goals and plans to prioritize, organize and establish parameters for events
- Plans and develops fundraising programs, agenda and budgets according to SEAC's requirements
- Maintains a fundraising events calendar for Executive Director, Staff, and Board (including external fundraisers)
- Estimates needed metrics (i.e. time, costs, resources or materials needed) to perform events
- Inspects event facilities to ensure they conform to SEAC's needs
- Evaluates and selects providers of services according to SEAC's requirements
- Coordinates services for events such as catering, signage, decorations, displays, special needs requirements, audio-visual equipment, printing, event security and another other needs that may arise
- Monitors event activities to ensure compliance with applicable regulations and law
- Depending on nature of the event, is responsible for such activities such as site selection and preparation, menu selection, arranging speakers and entertainers, creating and issuing invitations, event publicity, purchase of commemorative gifts, arranging transportation, strategizing, coordinating and collecting collateral and donated goods for the event
- Communicates with Ed, staff, and board on all logistics of events
- Acts as liaison to vendors, donor of goods and services and volunteers. Solicits donations for goods and services from local vendors/individuals to support event needs
- Plans and implements solicitation of sponsorships, auction donations, community support and grants through mailings and social media
- Meets with sponsors and Community Engagement Team to plan scope and format of events to establish and monitor budgets or to review administrative procedures and event progress
- Maintains database of sponsors and donors, ensuring accurate records are kept and donors are thanked in a timely manner
- Advocate SEAC's Mission
- Perform other duties as assigned

### **SEAC Fundraising Coordinator Qualifications and Skills**

- Friendly and personable. Ability to work collaboratively with a sense of humor
- Demonstrate flexibility and creativity when faced with challenges
- Demonstrate willingness to gain additional knowledge in relation to SEAC, its programs, and community partners
- Flexibility/comfortability working with a diverse group of individuals, personalities, community partners, and associations in a variety of environments
- Strong verbal and written communications
- Capacity to exert up to 30 pounds of force
- Endurance to sit for long periods of time
- Required to travel to community meetings in Rochester, mostly in the South East area
- Ability to work some nights and weekends for events and initiatives throughout the year
- Computer knowledge including, but not limited to Microsoft Word, Power Point, Excel

- Comfortable with speaking in front of groups and representing SEAC at various events and meetings

**Education and Experience Requirements**

- Associates degree required
- Experience working in the non-profit field preferred
- At least 1 year of fundraising or community engagement experience required

**Job Type:** Part time- 20 hours per week

**Salary:** \$15.00/hour

**Date Job Posted:** 04/05/2021

*Please send resume to: [careers@seacrochester.org](mailto:careers@seacrochester.org)*