



Position: Development Director

Title	Events and Marketing Coordinator	Status	Part-Time
Performance Review	3 months, 6 months, then yearly	Classification	Hourly/Non-Exempt
Reports to	Executive Director	Salary Range	Based on Experience

Mission of the Police Athletic League of Buffalo, Inc.: The Mission of PAL is to improve the immediate and future quality of life for the youth of our city and surrounding communities through educational, recreational, cultural, social/emotional, and prevention quality programming in collaboration with law enforcement.

JOB SUMMARY: Development Director will create, coordinate, and oversee major fundraising PAL events including but not limited to event logistics, sponsorships, committee meetings, event volunteers and registration as well as assist with marketing communications, social media, web site and promotional materials.

HOURS: Full-Time (Weekend/Evening) flexibility as needed during event seasons)

QUALIFICATIONS:

- Technological literacy with computers, Social media and data/Microsoft processing
- Minimum of a bachelor degree in communications, marketing, or related degree & Event planning experience
- Nonprofit sector understanding and experience
- Ability to craft and create compelling written content with Commitment to the mission and values of PAL
- Passion for community development and Project-management experience
- Strong organizational skills and attention to detail
- Creativity and problem-solving capabilities
- Positive and engaging interpersonal skills, strong motivation and self-direction skills.
- Must have reliable transportation to travel between PAL programming locations and City Hall
- Experience working with low-income, diverse, multilingual populations highly desired

PRIMARY RESPONSIBILITIES:

- Develop, maintain and implement a calendar of strategic fundraising events in partnership with Executive Director;
- Develop and maintain a volunteer data base for all PAL fundraising events;
- Grow PAL events to increase attendance, fundraising, and quality of experiences;
- Implement a process to collect performance data on the experiences of Annual events
- Managing Development events including; but not limited to the Annual fund drive, Golf Tournament, Subaru Race, Reading Rules!, Annual Auction, and New Year's Eve Ball drop;
- Communication with team and partners to ensure events are properly staffed and organized;
- Grant research/Grant writing opportunities and building ongoing sponsorships relationships with business partners;
- Other duties as assigned or deemed necessary by Executive Director

PHYSICAL REQUIREMENTS: Must be able to sit or stand for long periods of time, exert up to 50 lbs, pushing, pulling or lifting, walk and climb stairs with or without reasonable accommodation.

Please forward Resume and Cover Letter to policeathleticleague@city-buffalo.com