

JOB DESCRIPTION



JOB TITLE: Fundraising Coordinator

SUPERVISOR: Special Events Manager

CLASSIFICATION: Exempt, Full-Time Position (40 Hours Per Week)

ABOUT US: When a child needs medical care, being able to stay together isn't just meaningful – it's essential to supporting better outcomes for the children and their families. At Ronald McDonald House Central PA, we are dedicated to providing essential services that remove barriers, strengthen families, and promote healing when children need healthcare.

POSITION SUMMARY:

The Fundraising Coordinator supporting Special Events plays a vital role within the development team at Ronald McDonald House Central PA. This position will work with and be supervised by the Special Events Manager to ensure the success of all event fundraising efforts that directly support our mission to keep families together while their child receives medical care.

This position requires a self-motivated, proactive professional who will manage our event sponsorship pipeline. While the Fundraising Coordinator will receive guidance from the Special Events Manager, they should be comfortable managing outreach independently while adhering to internal processes, record-keeping, and event guidelines.

A successful candidate will possess exceptional organizational skills, including database experience, strong initiative, and compassionate demeanor.

JOB RESPONSIBILITIES:

Sponsorship Development, Outreach & Stewardship:

- Cultivate, solicit, and steward sponsors for all Ronald McDonald House Central PA signature events (typically four or five events each year)
- Initiate outreach to current and prospective sponsors including email, phone, online meetings, or in-person visits
- Draft sponsorship requests, follow-up communication, and maintain updated sponsorship database
- Regularly attend networking and community events to develop new connections and increase visibility
- Assist the development team's fundraising efforts by working with the Corporate Engagement Coordinator to determine the best fit for our sponsors within the Ronald McDonald House Central PA organization
- Research local Central Pennsylvania businesses and philanthropic individuals to build a pipeline of prospects for future event sponsorships and event engagement
- Stay up-to-date on best fundraising practices through professional development seminars, webinars, etc.
- Additional outreach and Ronald McDonald House Central PA engagement activities as assigned

Sponsorship Data Management:

- Track sponsorships, payments, and benefits using Excel, GiveSmart, and related platforms

- Enter, update, and maintain sponsor lists for use and presentation to event and development committees
- Assist the Special Events Manager with maintaining meticulous and organized electronic and physical files for all event and stewardship documents, including signed contracts, auction donation forms, and correspondence
- Manage event mailings, communication, and post-event thank-you acknowledgments and surveys to gauge overall attendee and sponsor experience

Event Support:

- Assist with pre-event preparation including checking sponsor details on signage, giveaways, printed materials, silent auction items, name badges, and sponsor recognition items as necessary
- As directed, provide on-site event support including, but not limited to, setup and tear-down, as well as other event responsibilities
- Contribute to greeting sponsors and attendees, introducing them to other groups to enhance their networking experience and cultivate new relationships for Ronald McDonald House Central PA at the events
- Attend event committee meetings and provide updates on sponsorships, potential sponsorship opportunities, and determine committee member support regarding sponsorships
- Complete additional event support tasks as assigned by the Special Events Manager

WORK ENVIRONMENT:

We seek qualified, enthusiastic candidates with a variety of backgrounds and professional experiences to broaden our team. At all levels, everyone gets involved and pitches in to get the work done. Teamwork is what we are made of! We operate in a professional environment with a servant leadership attitude.

Most work will take place in a professional office setting. Local travel is required to attend networking events, sponsor meetings, and off-site event venues. Employees may be required to lift event materials up to 30 pounds, assist with physical event setup/clean-up, and work occasional evenings or weekends as required by the event schedule. Work at fundraising events may be indoors or outdoors and in possible hot, cold, or inclement weather.

QUALIFICATIONS:

- Passion for the Ronald McDonald House mission and a sincere desire to support the families we serve
- Commitment to working as part of a team
- Demonstrate respect for colleagues, sponsors, volunteers, and guest families
- High level of professionalism, discretion, and confidentiality required
- Ability to work independently, multi-task, and maintain accuracy
- Detail-oriented with ability to follow verbal and written instructions closely
- Excellent networking and relationship-building skills, including a demonstrated ability to ask for and obtain financial support
- High coachability and eagerness to learn; possesses a strong desire to master our fundraising systems, take direction, and continuously refine outreach strategies based on team feedback

- Proficient in Excel, Microsoft Office Suite, Google Workspace
- Polished professional communication skills including written, phone, and in-person correspondence
- Clean PA State Police, PA ChildLine, and FBI fingerprinting clearances required
- Valid driver's license, reliable transportation, and cellular phone are required

EDUCATION & EXPERIENCE:

- High school diploma required; associate or bachelor's degree in business, fundraising, non-profit management, or related field preferred
- 2-3 years of professional experience in fundraising, sales, or community engagement
- Prior nonprofit or sponsorship experience – specifically soliciting corporate sponsorships strongly preferred

COMPENSATION & BENEFITS

- Competitive Pay Range: \$50,000 - \$55,000, commensurate with experience
- Health, dental, vision, and life insurance
- IRA account with company match
- Paid time off and flexible scheduling
- Opportunities for ongoing professional development

Apply online: <https://ronaldmcdonaldhousecentralpa.org/careers/>

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