



Events and Fundraiser Coordinator

Pet Pride of New York is a no-kill cat shelter located in the town of Victor, NY. We take in cats and kittens and provide them with healthcare, food and rehabilitation. We handle our cats daily and allow them to play and socialize freely. Most importantly, we do not euthanize our cats to make room for more. Our goal is to adopt our cats into loving forever homes, which is possible thanks to the public's financial support.

We are planning to expand and re-structure our organization and are in need of someone who could help by serving as an Events and Fundraiser Coordinator. He/she would administrate and supervise the general routine of the organization and arrange monetary finances for running various actions and programs that he/she enters and organizes. He/she would coordinate and supervise small groups to help increase monetary revenue.

Primary job duties and responsibilities may include, but are not limited to:

- Develop corporate fundraising programs.
- Develop strategies to encourage new or increased contributions.
- Recruit sponsors.
- Coordinate getting participants and volunteers for fundraising events.
- Manage the fundraising and events team, including any volunteers to ensure the smooth running of events.
- Monitor progress of fundraising drives.
- Develop and maintain media contact lists.
- Establish fundraising or participation goals for special events.
- Identify and build relationships with potential donors or sponsors.
- Develop fundraising activity plans that maximize participation or contributions and minimize costs.
- Coordinate obtaining speakers for events.
- Work with individuals, communities and businesses to raise awareness of Pet Pride's work and goals.
- Research markets to identify opportunities for fundraising.

Note: The duties listed here are not cast in stone and Pet Pride would welcome any ideas on adjusting these duties to fit our organizational needs.

This would be a perfect position for someone who has retired with previous experience in fundraising and is looking to make a difference by offering their services.

This is a volunteer position.