



Individual Giving and Events Manager Position Announcement

Employee Type: Full-Time
Position: 35hrs/week

Title: Individual Giving and Events Manager
Status: Non-exempt

Brooklyn Workforce Innovations (BWI, www.bwiny.org) –a non-profit, Brooklyn-based workforce development organization – seeks a key member of the fundraising and communications team that will help connect the impactful work in BWI’s programs to donors and the public. BWI changes the lives of hundreds of jobless New Yorkers each year by offering them the skills and support they need to launch lasting careers. BWI’s skills training programs are nationally renowned for being among the most effective poverty-fighting solutions for adults and young adults with barriers to employment. We provide free training and job readiness, followed by at least two years of job placement and career-advancement support. BWI helps individuals begin careers in commercial driving, voice and data cable installation, TV and film production, tech, and skilled woodworking, among other local sectors.

Responsibilities:

The Individual Giving and Events Manager will be a part of a small team of dedicated staff who together raise the organization’s approximately \$8M annual budget and work to continually improve and lift up BWI’s work. Specifically, the Manager will work to grow BWI’s individual gifts program by managing the annual giving campaign, developing and executing stewardship activities, including an annual event. Additionally, this team member will support BWI’s outreach and communications strategies related to social media pages and website, email blasts, and video production work. They will report to the Director of Fundraising and Communications.

A successful Individual Giving and Events Manager will be familiar with a broad range of communication mediums, have a talent for project management and a strong customer service orientation. They are comfortable in a fast-paced environment, would be described as a self-starter, and will be highly effective working individually and in collaboration with colleagues (within the team that includes the Executive Director, within the broader organization, and with outside partners).

Specific duties will include:

- Conceptualizing and managing BWI’s fundraising campaigns (particularly its annual year-end appeal), ensuring that BWI is reaching the right people with the strongest messages on the most relevant platforms, with the goal of increasing individual donor revenue.
- Leading BWI’s special event planning and execution; drawing upon superior project management skills, close attention to detail, and creativity.
- Planning and executing Board and volunteer engagement events throughout the year, such as mock interview events with BWI’s programs, networking events, and tours of BWI’s training programs.
- Managing vendors for events and campaigns, including printers, consultants, graphic designers, and others.
- Managing Salesforce campaigns and event records, donor tracking, sponsorship tracking, and reporting for development leadership.
- Coordinating donation processing across platforms such as PayPal, Benevity, and various workplace giving platforms.
- Collaborating with and supporting the central staff team and program staff on their outreach and communications efforts, leveraging social media, email blasts, supporting materials design and printing, and other related activities.

- Performing basic office duties such as invoice processing and thorough archiving of all individual donor and communications materials.
- Providing fiscal reconciliation for donor revenue.
- Support and manage other projects with the Fundraising and Evaluation team, as needed.

Qualifications:

- Strong commitment to BWI's mission and desire to do work with a measurable impact.
- Excellent writer and verbal communicator.
- 2-3 years of experience in fundraising, event planning, and/or similar administrative role required.
- Knowledge of best practices for social media marketing.
- Highly organized, thorough, strong attention to detail, and motivated.
- Excellent data management and computer skills (Windows, Word, Excel, database & internet applications), and an eagerness to learn new technologies to solve workflow or communications challenges.
- Ability to multitask and exercise excellent judgment.
- Friendly, professional demeanor. Would be equally comfortable speaking with a BWI program graduate and a major donor.
- Demonstrated ability to work well independently in a fast-paced environment.
- Flexibility to work some evenings and/or weekends.

Compensation & Benefits: \$70K – 75K, commensurate with experience. BWI offers a comprehensive benefits package including health and dental insurance (following a three-month period), employer retirement plan, life insurance, employee retirement savings plan, flexible spending and generous paid leave for vacation, holidays, personal days, and illness.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval. Workplace Health/Safety policy states that all new hires are required to be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for medical or religious reasons.

To Apply: No phone calls, please. Email cover letter, resume, and salary requirement to Ariel Dreyfus, Director of Fundraising and Communications, at adreyfus@bwiny.org. Please include "Individual Giving and Events Manager" in the email title. Applications will be accepted until the position is filled.

Only resumes with a cover letter will be considered.

***BWI is an equal opportunity employer (EEO).
People of color, community residents and women are strongly encouraged to apply.***