



## **Marketing/Fundraising Coordinator**

### **Organization:**

The GLOW Youth Sports Academy is a not-for-profit youth sports organization that currently services nearly 5000 student-athletes, 500 teams through 30 local town recreation programs throughout the sports of baseball, softball, basketball, football, and soccer throughout the region. The mission of the GLOW Academy is to guide, enhance and provide a complete comprehensive experience for all stakeholders (student-athletes, parents, coaches, and administrators) involved in 21st century youth sports.

### **Job Title:**

Marketing/Fundraising Coordinator

### **Dates / Hours:**

This position is remote, but does require in person attendance as needed, for some meetings and events.

### **Location:**

Genesee County, NY 14020 / Remote Availability

### **Compensation:**

Based on experience, negotiable and/or commission based

### **How To Apply:**

*Contact Person:* Meg Monti / Office Manager / (585) 738-0183 / [GLOWAcademyNY@gmail.com](mailto:GLOWAcademyNY@gmail.com)

*Please Submit:* Resume and Application

### **Description:**

This position is responsible for supporting marketing, sponsorship and fundraising planning and activities for an assigned portfolio. Work responsibilities include but are not limited to develop meaningful relationships; work with the administrative team to develop department strategies, develop and implement new initiatives to ignite program campaigns to raise support funds to help the GLOW Youth Sports community.

### **Responsibilities:**

#### **Essential Functions**

- Develop a fundraising action plan
- Collaborates, identify, and suggest in strategic planning for the annual fundraising
- Responsible for creating and meeting fundraising goals
- In conjunction with the Treasurer keep records relating to fundraising monies;
- Provide monthly updates to the committee regarding fundraising duties and events.
- Can communicate effectively and has good interpersonal skills.
- Knowledge of the (Club) operations, rules and policies.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible
- Reach out to area businesses for the season sponsorship opportunities
- Calling local corporations asking for desired tickets or sponsorships

#### **Skills and Competencies**

- Effective Communication, Goal-Oriented, Initiative/Self Starter
- Outstanding communication skills and energetic personality
- Ability to thrive in a fast-paced environment with tight deadlines
- Able to work nights, weekends, and some holidays
- Proficient with Microsoft Office Programs



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