



BETHANY HOUSE

Catholic Worker House of Hospitality

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Volunteer Events & Fundraising Coordinator Position at Bethany House

Bethany House is a Catholic Worker House of Hospitality in Rochester, NY, serving homeless women and their children since 1977. Many of our guests come from abusive homes, addiction and incarceration. Bethany House can accommodate up to 8 to 10 women at any one time, depending on the number of children a woman may have with her, and she would typically stay for 45 days. *Bethany House is funded completely through private donors, foundations, and fundraisers. We do not take government funding for any of our programs.*

The Events & Fundraising Coordinator is an unpaid virtual volunteer position. This is an excellent opportunity for an individual or group interested in giving back to our community. *Our signature fundraising event, Bunco for Bethany, was started over 17 years ago by a stay-at-home mother and her friends.* Their goal was to give themselves a project that had meaning, and that they did! However, 17+ years later, these women are ready to hand over the reins to a new set of women/men who may have a similar goal. If you are interested in putting your skills to work in an impactful way, please consider applying!

RESPONSIBILITIES:

- Under the supervision of the Executive Director, forms and leads the fundraising committee, which coordinates and executes all agency signature events, including the annual Bunco for Bethany, community fundraising initiative, including United Way's ROC the Day, and donor engagement.
- Proposes and implements special events, fundraising plans and programs, including methods, organization, timelines, recordkeeping, donor tracking, budgets, recognition and acknowledgements.
- Works closely with the Fundraising Committee to develop a plan for sponsorships and marketing of special events.
- Assess agency's needs and ensures that the activities of the volunteer workers meet the needs of the organization
- Ensure volunteer staffing for agency events and outreach as appropriate
- Positively and professionally represent Bethany House in a variety of venues
- Support the mission of Bethany House both inside and outside of the organization
- Recruit, onboard, schedule and motivate volunteer team members

REQUIREMENTS:

- Must be able to commit to monthly meetings of the fundraising committee and any additional time to execute tasks.
- Must be able to commit to every fundraising event and the workload necessary to plan and execute the events.
- Excellent interpersonal skills with ability to assess volunteer strengths and interests, and assign tasks appropriately
- Preferred wide network and engagement capabilities to widen the donor base and fundraising reach of Bethany House.
- Preferred strong connection to the Monroe County communities.
- Must be accountable, independent, take initiative, and have sound decision making capabilities.
- Ability to use online tools to engage members, donors, and corporate partners.

TERM/COMMITMENT:

This position requires a minimum 2-year commitment, which is subject to renewal and extension by agreement from both parties.

Candidate will be required at least a few hours a month, with significantly more during the planning and execution of events or initiatives, which will be completed virtually in candidate's own office or home.

TO APPLY:

Please email resume and/or cover letter with any relevant experience, skills and connections to executive director at info@bethanyhouserocny.org .

We look forward to hearing from you!