

Shakopee Youth Baseball Association (SYBA)
Fundraising Coordinator – Job Description
(Two-Year Term)

Position Summary:

The Fundraising Coordinator is a vital member of the SYBA Board of Directors, responsible for developing, implementing, and overseeing all fundraising initiatives to support SYBA's programs and activities. This position works closely with the fundraising committee and Board to ensure the organization has the necessary resources to provide a quality experience for its participants.

Key Responsibilities:

Leadership & Governance

- Attend all Board meetings (at least once per month) to discuss, review, and vote on issues and concerns brought forth by the Board or other SYBA stakeholders.
- Participate as an active member on assigned Board committees, providing leadership and support as needed.

Fundraising Strategy & Execution

- Lead and collaborate with members of the fundraising committee to develop a comprehensive fundraising strategy for the upcoming season.
- Present fundraising strategies and initiatives to the Board for review and approval.
- Identify and research potential donors, sponsors, and community partners to support SYBA activities and projects.
- Educate the Board on requirements, opportunities, and next steps to access potential funding sources.

Donor & Sponsor Engagement

- Prepare fundraising packets and promotional materials for distribution to local businesses, potential donors, sponsors, and partners.
- Cultivate and maintain positive relationships with current and prospective donors and sponsors.
- Ensure timely follow-up and recognition for all contributions received.

Event & Tournament Support

- Assist with the planning and execution of all SYBA-sponsored tournaments and events, including the integration of fundraising activities and sponsor recognition.

Reporting & Communication

- Maintain accurate records of fundraising activities, donor contacts, and contributions.
- Provide regular updates to the Board on fundraising progress, challenges, and opportunities.

Qualifications:

- Experience in fundraising, development, or nonprofit management preferred.
- Strong organizational, communication, and interpersonal skills.
- Ability to collaborate effectively as part of a volunteer Board.
- Creative, proactive, and results-oriented approach to fundraising.
- Commitment to the mission and values of SYBA.