

BurlyCon Director of Fundraising

Position Description

Reports to: Executive Director

Duties:

Responsible for generation of \$100K in income to sustain and support the year-round efforts of the organization. Organize and oversee current revenue generation such as vending, hospitality, merchandise sales, etc. Also spearhead new fundraising efforts under guidance from Board of Directors. These tasks will be completed under the design and execution of the development strategy created in partnership with the Director of Development. This position requires close work with the Director of Development, Executive Director and Board of Directors.

Responsible to secure sufficient operational income for BurlyCon via the following sources:

- Event sponsorships, donations, and in-kind gifts (in partnership with Director of Development)
- Vending Room Management
- Hospitality Management: BurlyBar, BurlyCafe, Networking Hours
- Merchandise selection and sales
- Year-round Fundraising events

Build (recruit, train, sustain, appreciate) volunteer and commission-based fundraising team:

- Cultivate smoothly and regularly communicating fundraising team that works together to achieve overall organizational development objectives.
- Acknowledge, appreciate, support and oversee ongoing successful fundraising efforts.
- Consistently use BurlyCon communication infrastructure (Newsletters, TPM, Dropbox, Zoom meetings, etc) to improve internal and external communications.
- Report team updates on completed projects, milestones and setbacks to Executive Director.

Design fundraising strategy:

- Clearly identify fundraising objectives for 2019
- Work with the board and leadership team to identify fundraisers for 2019
- Execute development strategy with Director of Development

Accounting and Tracking:

- Ensure all donors, sponsors, and members are acknowledged in a timely, accurate, respectful, and tax-useful manner.

Day of Event Responsibilities:

- Ensure coordination of all sponsor fulfillment needs and venue logistics with Director of Development and key volunteers
- Oversee hospitality, BurlyBar and all networking activities
- Oversee vending
- Oversee merchandise

Requirements

Proficient in Internet and computer technologies, access to a computer and printer

Proficient in Kindful or ability to learn the system quickly

Familiarity or willingness to learn e-commerce platforms

Has mobile phone and is reachable day and night

Available year-round, 20h/week availability during peak periods

Direct and prompt communication, excellent follow-through

Passion for BurlyCon's mission

Experience

Understanding and appreciation of the national Burlesque community

Awareness of sponsor needs for arts education organizations

Previous experience in event management or planning

BurlyCon Director of Fundraising

Familiarity and comfort in building relationships with different constituencies (vendors, sponsors, donors, business contacts)
Comfortable with asking for donations
Organized, team player, deadline driven

Compensation – This is a contractor position. Person is responsible for all taxes, filing, etc.
One convention pass for self, and passes for team members tbd (each valued at \$425)
Shared Hotel room for self and team members tbd
Stipend and Team Recognition

Burlycon not only values diversity, we celebrate it. We welcome applicants from members of historically underrepresented minority groups, persons with disabilities, sex-industry workers and others who would bring additional dimensions of experience to our community. Those that have similar and transferable skills are invited to apply even if their skills and backgrounds do not specifically match the job requirements. BurlyCon is an educational organization that is committed to the personal growth, educational advancement, and professional success of its constituents.