



## **Voices for Children, Inc. Job Description**

**Job Title:** Events & Donor Stewardship Manager

**Classification:** Exempt, Full Time

**Reports to:** Development Director

**Qualifications:** A minimum of two years of related experience and a bachelor's degree in marketing, event management, business, communications, or a related field. Organized, detail-oriented, efficient and resourceful. Must be able to handle multiple projects simultaneously, anticipate project needs, discern work priorities, meet deadlines with little to no supervision, as well as be willing to work occasional evenings and weekends. Excellent written and verbal skills with the ability to communicate effectively with staff, volunteers, sponsors, vendors, and potential donors are a must. Preference will be given to individuals who are proficient in Google Suite, Canva, event management software, and social networking tools.

### **Summary of Job Responsibilities:**

The Events & Donor Stewardship Manager is responsible for all details of event planning, including timelines, budgets, sponsorships, event management databases, event volunteer management of Voices for Children's fundraising events in each county served (Brazos, Burleson, Grimes, Leon and Madison). This position is also responsible for creating a positive experience and post event evaluation and analysis. This position works closely with the Development Director and Executive Director to ensure event messaging fits within the organizational communications plan.

Reporting to the Development Director, the Events & Donor Stewardship Manager is a member of the Development Team and is responsible for donor recognition and all aspects of fundraising events that raise approximately 30% of the agency's budget. The Events and Stewardship Manager is responsible to meet the goals and objectives of each event as established by the Executive Team and the Board of Directors.

### **Event Planning & Management**

- Create an event action plan including budgets, timelines, marketing, for each fundraiser.
- Cultivate relationships with sponsors and donors to solicit and facilitate sponsorships and sponsor benefits for each event.
- Work with the Development Director to negotiate venue and vendor contracts for each event.
- Ensure proper data collection for each event by utilizing the donor and event management database. Data includes, but is not limited to: income/expense information, monetary/in-kind donor records, ticket sales, auction items, donations, attendee information and committee/volunteer contacts.
- Cultivate, motivate and mobilize strong volunteer committees for each event to effectively solicit sponsors, donors and event participants. Run regularly scheduled

committee meetings for each event.

- Solicit and manage multiple volunteers for day of event production.
- Manage on-site set up, production and take down for each event.
- Coordinate with the Development team to develop event design and materials, implement mailings, marketing, outreach, and public relations for all events, including the design and maintenance of social media accounts.
- Coordinate with the Development Director and the development team to develop and implement mission-based messaging throughout each event.
- Perform post event wrap-up including committee meetings, volunteer and participant evaluations, budget assessments, credit card payments, invoice preparations and financial reconciliations.
- Maintain effective relationships with other professionals, social service organizations, funding groups, foundations and charitable organizations.
- Work with the Development Director and Executive Director to implement all aspects of the Voices for Children fund development plan.

#### **Donor Stewardship**

- Prepare and send timely acknowledgment letters and end of year tax letters.
- Create donor communications including e-newsletters, complete appropriate sections of VFC's annual report, and related correspondence.
- Coordinate with the Development Team to develop donor materials, implement mailings, marketing, outreach and public relations for all events.
- Support the Development Director with the coordination and cultivation of acknowledgment, appreciation and stewardship program for all donors.
- Utilize donor database and maintain orderly and updated information. Prepare monthly donor reports.

#### **Other:**

- Attend required trainings as directed by the Executive Director
- Attend community and networking events to build relationships, stay current on sector trends, and explore new opportunities for collaboration with local businesses and corporate sponsors.
- Assist with strategic planning sessions and staff retreats as needed
- Other duties as requested by the Executive Director

#### Physical Requirements and Work Environment

The Events & Donor Stewardship Manager will be expected to have reliable, daily transportation to meet with volunteers and coordinate events. Must be able to stand and/or walk for extended periods during event setup, execution, and breakdown. Ability to lift and carry event materials and equipment weighing up to 40 pounds. Frequent bending, lifting, reaching, and crouching may be required during event setup or teardown. Ability to work in varying indoor and outdoor environments, including exposure to inclement weather. This position requires a flexible schedule as events may occur in the evenings or on weekends. Additionally, it is anticipated that the person may spend several hours each day seated at a PC when in the office. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. Because we are a dynamic and changing organization, responsibilities and duties included in this job description are subject to modification as the needs of the organization change. This position is not remote.

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Employee Signature

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Date