



## Events and Stewardship Manager Job Description

**ABOUT CASA DE ESPERANZA:** Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children, and their families by providing comprehensive residential and family support programs that transform people and communities. Casa de Esperanza has provided quality residential, medical, and psychological care for infants and young children in crisis due to abuse, neglect or the effects of HIV/AIDS without charge since 1982. All positions at Casa are responsible for contributing to a trauma-informed environment for our clients, visitors, and one another.

**POSITION SUMMARY:** The Events and Stewardship Manager is a mid-level development professional who understands the many facets of a development department and can work both strategically and with attention to detail. This position is responsible for Casa de Esperanza's internal special events (which include the Building Hope for Children Gala and the Chili Cook-Off) and ensures the successful completion of external/third-party events. The Events and Stewardship Manager drives all stewardship activities to ensure donors feel appreciated and are shown the impact of their gifts. This position also coordinates the Young Professionals Group.

**CLASSIFICATION:** Full-Time/Exempt (Salaried)

**Compensation:** \$65,000 along with benefits

**EDUCATION:** Bachelor's degree preferred

**EXPERIENCE:** Minimum of five years of job-related experience, preferably in non-profit Development, Event Planning, and/or Community Relations

**REMOTE ELIGIBILITY:** This position is expected to be in office no less than four days a week. When applicable, remote work may be engaged in up to one day per week. Remote work may begin after 90 days of employment.

**REPORTS TO:** Director of Donor Experience

**MINIMUM QUALIFICATIONS:** and References

- Cleared Background Check
- Clear Pre-Employment Drug Screen
- Clear driving record
- Valid Texas Driver's License held for at least two years
- TB Screening

All communication on posting should go to:

Darean Talmadge (she/her/hers)  
Dtalmadge@casahope.org

- Intermittent night and weekend work is required

## **KNOWLEDGE, SKILLS, & ABILITIES:**

- Solid understanding of the art of Fund Development; ability to see the “big picture” and an understanding of how the work of this position translates to donor relationships and Casa’s mission.
- Strong customer service personality
- Must have the ability to create a comprehensive plan and follow through on each detail.
- Must be highly organized and able to prioritize work.
- Strong analytical, problem-solving, and research skills.
- Excellent interpersonal skills; ability to establish good relationships with organization supporters. Ability to work well with a diverse group of staff, volunteers, and funders
- Excellent verbal and written communications skills and ability to vary communications strategies to meet the needs of varied constituencies
- Proficiency with Microsoft Office, Event Management Software, Canva, and Donor Management Databases preferred.
- Ability to work efficiently on several projects simultaneously and prioritize deadlines
- Ability to work both independently and collaboratively as a dependable team member

## **ROLES AND RESPONSIBILITIES:**

In consultation with other development staff and the Development Committee, establishes goals, objectives and strategies for fund raising. Tracks progress to meet goals.

**Event Management:** Manages all efforts to successfully execute the agency’s special events including annual Gala and Chili Cook-Off.

- Manages vendor relations, ensuring all deadlines are met and contracts fulfilled, including but not limited to: Auction & Guest management software vendors, Venues, Emcees, AV vendors, Entertainers, Food and Beverage services, etc.
- Provides staff support to event chairs and event volunteer committees including scheduling committee meetings and preparing & sending meeting notes/ action items. Keeps up to date records of all solicitation activities and results.
- Collaborates with the event chairs, committees and Development Team to solicit sponsors and underwriting opportunities for special event functions, including sending sponsorship letters and following up with donors and prospects.
- Solicits auction, raffle, and in-kind donations.
- Oversees all event logistics including management and execution of event calendar deadlines and up to the minute data management in event software.
- Ensures event financial and donor data is maintained and that donors are promptly thanked.
- Assists with preparing event budgets and provides periodic progress reports to event committees, staff and Governing Board for each event project.
- Collaborates with Communications Coordinator to develop and execute effective event marketing strategies. Adheres to agency branding and messaging guidelines.
- Collaborates with the Volunteer Coordinator to recruit volunteers that support the various special events.

- Develops and implements plan for event follow up and stewardship of attendees with Development Team members.
- Ensures that each volunteer, donor, sponsor, etc. is properly thanked for their contribution in a timely manner.
- Coordinates and leads the debriefing process after event completion. Analyzes event data and develops strategies to increase revenue at future events.
- Serves as liaison for and ensures success of external/third party events such as corporate golf tournaments benefitting Casa de Esperanza.

### **Donor Engagement and Stewardship**

- Develops and manages tailored stewardship strategies for donors at all levels of giving and different points in the donor cycle.
- Owns stewardship calendar and works with CEO, CDO, and DoD to ensure donors receive additional personal acknowledgements including phone calls, emails, and/or personal notes.
- Identifies donor groups for additional electronic stewardship (videos, email series, etc.) and collaborates with the Communications Coordinator to execute stewardship activities.
- Develops creative ways to steward donors. Executes recognition programs such as bricks and boardwalk planks.
- Executes quarterly donor appreciation receptions and phone-a-thons.
- Gives tours to current and prospective donors.

### **Young Professionals Group Management**

- Provides staff support and event coordination to Young Professionals Group to help achieve goals for YP social events, YP volunteer events, and Chili Cook-Off.
- Develops a comprehensive plan to grow YPG membership including marketing to current volunteers and donors as well as outside prospects.
- Identifies and engages individual YPs to develop into leadership volunteers.
- Manages committee meeting scheduling and provides meeting notes/action items.

### **Other**

- Performs other duties as assigned

## **PHYSICAL REQUIREMENTS**

The position entails exerting up to 10 lbs. of force frequently and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. The employee must occasionally lift/move up to 40 pounds of items for fundraising events. The position involves sitting most of the time but may involve walking or standing for brief periods of time. The position is mostly sedentary, but fundraising events may require sitting, walking, standing, bending, twisting, and/or climbing stairs. The employee must use oral communication with team members and donors; use auditory skills to assess and respond to team members and donors. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The employee must create communications on paper and electronically.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.