KIPP Texas Future Fund
In Support of KIPP Texas Public Schools

# Director of Events

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| **Reports to** | Managing Director, Revenue + Event Operations |
| **Department** | KIPP Texas Future Fund (KTFF) |
| **Employment** | Regular, full-time; exempt status subject to HR review |
| **Location** | Austin, Dallas–Fort Worth, Houston, or San Antonio; office arrangement to be confirmed |
| **Pay range** | $85,000-$115,000/year |
| **Direct reports** | Events Coordinator |
| **Travel** | As needed across KTFF's four Texas markets; up to 50% travel. |

## JOB SUMMARY

The Director of Events leads the planning and execution of fundraising, donor cultivation, and stewardship events across KIPP Texas's four regions. As a key member of the KIPP Texas Future Fund (KTFF) development team, the Director creates meaningful experiences that strengthen donor relationships, inspire philanthropic investment, and generate critical support for KIPP Texas Public Schools.

Reporting to the Managing Director of Revenue + Event Operations, the Director oversees a portfolio of signature fundraising events and donor engagement opportunities, with responsibility for event strategy, revenue generation, budgets, programming, and execution. The Director supervises an Events Coordinator and works closely with development colleagues, Board members, volunteer leaders, and internal partners to deliver successful, mission-centered events.

## The Ideal Candidate

The ideal candidate is a creative, strategic, and highly organized events professional who loves bringing people together for a purpose. They understand that successful fundraising events require both thoughtful relationship-building and exceptional execution. They are comfortable managing multiple priorities, collaborating with a variety of stakeholders, and balancing big-picture strategy with the details that make an event successful.

## KEY RESPONSIBILITIES:

### Strategic Event Planning and Portfolio Management

- Develop and implement an annual development events strategy aligned with KTFF's fundraising, donor engagement, and stewardship priorities.
- Lead the planning and execution of regional and statewide events, including the KIPP Texas Houston Benefit, DFW Golf Classic, and other donor cultivation and stewardship experiences.
- Establish event objectives, fundraising targets, budgets, timelines, and success measures; evaluate results and identify opportunities for improvement.
- Develop consistent planning processes and tools that support efficient execution and reflect KIPP Texas's mission, values, and brand standards.

### Fundraising Strategy and Revenue Generation

- Partner with development leadership and colleagues to establish and achieve event fundraising goals that contribute to KTFF's annual revenue objectives.
- Develop and execute strategies to maximize revenue through sponsorships, underwriting, ticket and table sales, individual contributions, auctions, paddle raises, and other fundraising opportunities.
- Collaborate with development colleagues to cultivate and steward event supporters, develop compelling sponsorship opportunities, and secure corporate, community, and in-kind support.
- Support event Co-Chairs, committees, and volunteer leaders in their fundraising efforts, providing guidance, resources, and accountability.
- Monitor fundraising progress, identify revenue gaps, and implement strategies to achieve established goals.

### Donor Engagement, Cultivation, and Stewardship

- Create engaging donor experiences that strengthen relationships, introduce prospective supporters to KIPP Texas, and inspire continued philanthropic investment.
- Partner with relationship managers to coordinate donor engagement and thoughtful post-event stewardship, including acknowledgments and sponsor recognition.
- Evaluate donor participation and engagement to inform future event and fundraising strategies.

### Event Production and Operational Excellence

- Oversee event production from concept through execution, including project plans, schedules, vendor selection and contracts, logistics, and contingency planning.
- Lead event programming, including run-of-show development, speaker coordination, student and alumni participation, storytelling, and audience engagement.

- Oversee the development of speeches, scripts, and talking points for organizational leaders, event Co-Chairs, and program participants.
- Direct event logistics, including registration, guest management, seating, volunteers, technology, auctions, and on-site execution.
- Ensure appropriate protocols are followed when engaging students, alumni, families, and other KIPP stakeholders.

## Event Communications, Marketing, and Public Relations

- Serve as the primary development events liaison to the KIPP Texas Communications team, ensuring alignment on messaging, branding, storytelling, and promotion.
- Partner with the Brand + Communications Manager to develop event materials and content, including invitations, digital communications, websites, videos, and mission-centered storytelling.
- Collaborate on event publicity and media opportunities, including press releases, announcements, and coverage in relevant local and regional publications.
- Ensure event communications and recognition reflect sponsor commitments, donor relationships, and organizational brand standards.

## Financial Management, Budget Oversight, and Performance Evaluation

- Develop and manage event budgets, maximizing net fundraising revenue while maintaining fiscal discipline and adherence to organizational policies.
- Monitor event expense-to-revenue ratios, with a goal of keeping fundraising event expenses at or below 35% of gross revenue.
- Collaborate with Development Operations and Finance to track revenue, sponsorships, pledges, in-kind contributions, and expenses; support accurate gift processing, reconciliation, and reporting.
- Maintain organized financial records and documentation to support transparency, compliance, and audit readiness.
- Report regularly on event financial performance and conduct post-event evaluations to assess revenue, expenses, donor engagement, and return on investment.

## Stakeholder, Board, and Committee Engagement

- Build and maintain productive relationships with event Co-Chairs, Board members, volunteer committees, consultants, corporate partners, and other key stakeholders.
- Lead event planning and committee meetings, ensuring clear responsibilities, communication, follow-up, and accountability.
- Collaborate across departments and regions to ensure effective coordination and alignment with organizational priorities.

## Team Leadership and Organizational Collaboration

- Supervise, coach, and support the professional development of the Events Coordinator, establishing clear priorities, expectations, and accountability.
- Delegate and oversee event logistics and administrative responsibilities while maintaining ownership of event outcomes.
- Foster a collaborative, solutions-oriented working environment and partner closely with development leadership, Communications, Finance, and other internal teams.

## Knowledge, Skills, and Abilities

- Strong experience planning and executing fundraising or other large-scale events, with an understanding of revenue generation, donor engagement, and stewardship.
- Demonstrated ability to manage multiple complex projects, budgets, timelines, and competing priorities while maintaining high standards of quality.
- Strong financial management skills, including budgeting, revenue tracking, contract negotiation, and expense oversight.
- Excellent relationship-building and communication skills, with the ability to work effectively with donors, Board members, executives, volunteers, vendors, and colleagues.
- Experience collaborating on event communications, marketing, programming, and storytelling.
- Strong leadership and supervisory skills, including the ability to coach, delegate, and manage staff and external partners.
- Sound judgment, initiative, creative problem-solving skills, and exceptional attention to detail.
- Ability to work independently and collaboratively across a geographically dispersed team.
- Proficiency with Microsoft Office and Google Workspace; experience with Raiser's Edge or comparable donor management systems and event management platforms preferred.
- Commitment to KIPP Texas's mission and enthusiasm for connecting people to meaningful philanthropic opportunities.

## Required Education and Experience

- Bachelor's degree preferred; equivalent professional experience will be considered.
- Five or more years of progressively responsible experience in nonprofit development, fundraising events, special events, or a related field preferred.
- Experience leading large-scale events, managing significant budgets, and working with senior leaders and external stakeholders.
- Experience supervising staff, contractors, consultants, or volunteer teams preferred.

## Work Environment, Physical Requirements + Travel Expectations

- Requires regular collaboration with colleagues and stakeholders across the KIPP Texas network.
- Position may be based in Austin, Dallas–Fort Worth, Houston, or San Antonio, Texas.
- Hybrid work environment (2-3 days in office at a KIPP TX SSP office in Houston, Dallas-Ft. Worth, San Antonio or Austin required).
- Travel within Texas is required, estimated at 40–50%, with frequency varying based on event schedules and organizational needs.
- Must have a valid driver's license and reliable transportation for travel to event venues, meetings, and other work-related activities, including transporting event materials as needed.

- Evening and weekend availability is required during event seasons and for select donor engagement activities.
- Work arrangements, physical requirements, and reasonable accommodations will be governed by KIPP Texas Future Fund policies.

## Let's Work Together

For more information, visit https://www.kipptxfuturefund.org/careers.

Interested in joining our team? Please email your resume and cover letter to careers@kipptxfuturefund.org.

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*The job description is not intended to include a comprehensive listing of activities, duties or responsibilities that may be assigned as it may change, at any time with or without notice.*

*The position is at-will and may or may not be grant funded. Grant funded positions may be subject to ending based on budgetary constraints.*

*KIPP Texas Public Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, military service, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Champion equity, chase excellence, persist with purpose, bring joy, and help us rise together.*