KIPP Texas Future Fund
In Support of KIPP Texas Public Schools

Coordinator, Development Events

Reports to	Director of Development Events
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
Pay range	$55,000 - $75,000/year
Direct reports	None
Travel	Across KTFF's four Texas markets; approximately 20–30%

JOB SUMMARY

The Coordinator of Development Events plays a key role in bringing KIPP Texas Future Fund's fundraising and donor engagement events to life. Working across four Texas regions, the Coordinator helps deliver meaningful experiences that strengthen donor relationships, inspire philanthropic investment, and generate critical support for KIPP Texas Public Schools.

Reporting to the Director of Development Events, the Coordinator manages day-to-day event logistics, project timelines, vendor coordination, stakeholder communications, and administrative processes for a portfolio of signature fundraising events and donor engagement opportunities. This is a hands-on role requiring strong organization, initiative, attention to detail, and the ability to manage multiple priorities in a fast-paced, collaborative environment.

The Ideal Candidate

The ideal candidate is an organized, resourceful, and proactive professional who enjoys making things happen. They love the details that make an event successful, are comfortable juggling competing priorities, and take pride in seeing projects through from planning to execution. They bring strong communication skills, sound judgment, a collaborative spirit, and enthusiasm for creating memorable experiences that advance KIPP Texas's mission.

KEY RESPONSIBILITIES:

Strategic Event Planning and Portfolio Management

- Support the Director in implementing KTFF's annual events strategy and coordinating regional and statewide fundraising, donor cultivation, and stewardship events, including the KIPP Texas Houston Benefit and DFW Golf Classic.
- Develop and maintain event project plans, timelines, task lists, calendars, and planning documents; track deliverables, communicate progress, and proactively flag potential challenges.
- Maintain organized event files, templates, checklists, and historical records, helping improve planning processes and ensure consistency across events.

Fundraising Strategy and Revenue Generation

- Coordinate the execution of event fundraising activities, including sponsorships, underwriting, table and ticket sales, auctions, paddle raises, and other revenue-generating opportunities.
- Prepare, distribute, and track sponsorship materials, solicitation resources, commitment forms, and fundraising communications.
- Track sponsorship commitments, donor contributions, in-kind donations, auction items, and sponsor benefits, ensuring accurate records and timely fulfillment.
- Support the Director, development team, event Co-Chairs, and committees in securing contributions and advancing fundraising goals, including preparing progress reports and tracking revenue against targets.

Donor Engagement, Cultivation, and Stewardship

- Manage event invitations, registration, RSVPs, guest lists, seating, attendee communications, and participation records in coordination with Development Operations.
- Help deliver welcoming, well-organized experiences for donors, sponsors, Board members, and other event guests.
- Coordinate sponsor recognition, donor acknowledgments, post-event communications, and other stewardship activities, maintaining accurate engagement records to support future fundraising efforts.

Event Production and Operational Excellence

- Coordinate event logistics, including venues, catering, audiovisual needs, rentals, transportation, signage, registration, seating, and other production requirements.

- Serve as a key logistical contact for vendors, venues, and event partners; obtain proposals, coordinate contract documentation, track deadlines, and confirm services within approved plans and budgets.
- Develop and maintain production schedules, run-of-show materials, vendor contacts, setup plans, and logistical checklists.
- Coordinate speaker logistics, rehearsals, student and alumni participation, and other program needs, following established organizational protocols.
- Organize and oversee assigned on-site activities, including setup, registration, volunteers, guest services, and event logistics; troubleshoot issues and escalate significant decisions to the Director.
- Coordinate event-related purchases, supply pickup and transportation, inventory management, vendor follow-up, and post-event closeout.

Event Communications, Marketing, and Public Relations

- Support the Director and Brand + Communications Manager in coordinating event communications, promotional materials, and publicity.
- Track timelines, approvals, and deliverables for invitations, event websites, digital communications, videos, press materials, and other promotional content.
- Coordinate logistical needs for video production, media opportunities, photography, and other content development, including scheduling, participant coordination, and necessary approvals.
- Assist with collecting, organizing, and reviewing event speeches, scripts, talking points, photographs, testimonials, and other program and communications materials.

Financial Management, Budget Oversight, and Performance Evaluation

- Maintain accurate event budgets, expense trackers, revenue reports, and financial documentation, flagging potential discrepancies or concerns to the Director.
- Track event expenditures, invoices, payments, vendor commitments, sponsorship revenue, pledges, in-kind contributions, and outstanding balances in collaboration with Development Operations and Finance.
- Organize contracts, receipts, sponsorship agreements, and other supporting documentation to facilitate reconciliation, financial reporting, audit preparation, and compliance.
- Support the Director in monitoring event expense-to-revenue targets and preparing post-event financial summaries and performance reports.

Stakeholder, Board, and Committee Engagement

- Provide logistical and administrative support to event Co-Chairs, volunteer committees, Board members, consultants, and other stakeholders.
- Coordinate event planning meetings, including scheduling, agendas, presentation materials, meeting notes, and follow-up communications.
- Track committee assignments, action items, deadlines, and fundraising deliverables; prepare and distribute updates and resources to support volunteer leaders.
- Maintain responsive, professional communication with internal and external stakeholders and support coordination across KTFF's four regions.

Team Leadership and Organizational Collaboration

- Work closely with the Director to prioritize assignments, manage competing deadlines, communicate progress, and address emerging needs.
- Collaborate with development colleagues, Communications, Finance, school-based teams, and external partners to ensure successful event planning and execution.
- Demonstrate initiative, sound judgment, and creative problem-solving while identifying opportunities to improve processes and strengthen event operations.
- Maintain organized shared resources and documentation to support continuity across event cycles and perform other related duties in support of KTFF's development goals.

Knowledge, Skills, and Abilities

- Strong organizational, project management, and time management skills, with the ability to manage multiple events, priorities, and deadlines simultaneously.
- Exceptional attention to detail, accuracy, and follow-through, with a commitment to delivering high-quality work.
- Strong written and verbal communication and interpersonal skills, including the ability to work effectively with donors, Board members, volunteers, vendors, and colleagues.
- Experience coordinating event logistics, vendors, project timelines, and on-site execution.
- Ability to anticipate needs, solve problems, adapt to changing circumstances, and exercise sound judgment and discretion.
- Familiarity with event budgets, expense tracking, invoices, and financial documentation.
- Understanding of nonprofit fundraising, donor engagement, sponsorships, and stewardship practices preferred.
- Proficiency with Microsoft Office and Google Workspace; experience with Raiser's Edge or comparable donor management systems and event management platforms preferred.
- Ability to work independently and collaboratively across a geographically dispersed team while maintaining confidentiality and professionalism.
- Commitment to KIPP Texas's mission and enthusiasm for creating meaningful experiences for supporters and stakeholders.

Required Education and Experience

- Bachelor's degree preferred; equivalent professional experience will be considered.
- Two or more years of experience in event coordination, nonprofit development, fundraising events, hospitality, project coordination, or a related field preferred.
- Experience supporting fundraising events, corporate events, donor engagement activities, or other complex event initiatives preferred.
- Experience coordinating vendors, volunteers, event logistics, and administrative processes preferred.
- Experience working in education, nonprofit fundraising, or another mission-driven organization is a plus.

Work Environment, Physical Requirements + Travel Expectations

- 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)
- Requires regular collaboration with colleagues and stakeholders across the KIPP Texas network.
- Travel within Texas is required, estimated at 20–30%, with frequency varying based on event schedules and organizational needs.
- Must have a valid driver's license and reliable transportation to travel to event venues, attend meetings, purchase and pick up event supplies, and transport 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.

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.