



**Manager of Events and Donor Engagement  
Job Description**

|                           |                           |                           |                                                                          |
|---------------------------|---------------------------|---------------------------|--------------------------------------------------------------------------|
| <b>Job Classification</b> | Exempt/Salaried           | <b>Status</b>             | Full-time                                                                |
| <b>Department/Group</b>   | Administration            | <b>Salary</b>             | \$70,000                                                                 |
| <b>Supervised By</b>      | Chief Development Officer | <b>Supervises</b>         | Volunteer Manager                                                        |
| <b>Education</b>          | 4-year degree preferred   | <b>Experience</b>         | Five years event and donor experience. Supervisory experience preferred. |
| <b>Certification</b>      | CFR preferred             | <b>Travel Requirement</b> | Local travel                                                             |

**Online Application:** <https://apply.appone.com/job/6a0f18dd0d282db1c5ee2186>

**Position Summary**

The Manager of Events and Donor Engagement manages all efforts to successfully coordinate all internal special events; ensures successful completion of all external/third party events. This position leads outreach to Casa's corporate partners, including developing new relationships. In addition, the role drives stewardship activities to ensure donors feel appreciated and are shown the impact of their gifts. The role coordinates the Young Professionals Group and supervises the Volunteer Manager.

**Job Duties/Essential Functions**

1) Event Management

- Manage all efforts to successfully execute agency special events including, but not limited to, annual Gala and Chili Cook-Off
- Manage vendor relations ensuring all deadlines are met and contract fulfilled including, but not limited to, Auction & Guest management software vendors, venues, emcees, AV vendors, entertainers, food and beverage services, and other related vendors
- Provide staff support to event chairs and event volunteer committees including scheduling committee meetings and preparing and sending meeting notes/action items; Keep accurate records of all solicitation activities and results
- Collaborate with 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
- Solicit auction, raffle, and in-kind donations
- Oversee all event logistics, including management and execution of event calendar deadlines and up-to-the-minute data management in event software
- Prepare and maintain event financial and donor data
- Assist with preparing event budgets and provides periodic progress reports to event committees, staff, and Governing Board with each event project
- Collaborate with Communications Coordinator to develop and execute effective event marketing strategies which adhere to branding and messaging guidelines
- Collaborate with the Volunteer Manager to recruit volunteers that support special events
- Develop and implement plan for event follow-up and stewardship of attendees with Development Team
- Ensure that each volunteer, donor, sponsor, etc. is properly thanked for their contribution in a timely manner

- Coordinate and lead the debriefing process after event completion; Analyze event data and develop strategies to increase revenue at future events
- Serve as liaison for and ensure success of external/third party events such as corporate golf tournaments benefitting the organization

2) Donor Engagement and Stewardship

- Develop and manage tailored stewardship strategies for donors at different points in the donor cycle with a focus on donors giving less than \$2,500 annually, event donors, and recently lapsed donors.
- Own stewardship calendar and works with CEO, CDO, and Director of Donor Experience to ensure donors receive additional personal acknowledgements including phone calls, emails, and/or personal notes
- Develop and steward Corporate Partnerships
- Develop creative ways to steward donors.
- Execute recognition programs such as bricks and boardwalk planks.
- Execute quarterly donor appreciation receptions and phone-a-thons
- Give tours to current and prospective donors

3) Supervision and Leadership

- Supervise Volunteer Manager
- Serve as primary support for the Christmas Program, Back to School Event, and large-scale volunteer projects.
- Coordinate and lead volunteer events in the absence of the Volunteer Manager
- Assist in setting goals and objectives for the volunteer program
- Ensure agency policies are followed

4) Young Professionals Group Management

- Provide staff support and event coordination to YPG to help achieve goals for YP social events, YP volunteer events, and YP fundraising events (currently the Chili Cook-Off)
- Develop a comprehensive plan to grow YPG membership including marketing to current volunteers and donors as well as outside prospects
- Identify and engage individual YPs to develop into leadership volunteers
- Manage committee meeting scheduling and provides meeting notes/action items

**Knowledge, Skills, & Abilities**

- Thorough knowledge of Fund Development and ability to translate events and stewardship to donor relationships and support
- Thorough knowledge of event planning and implementation
- Understanding of volunteer recruitment, retention, and recognition principles
- Ability to actively support direct report(s) in their role
- Excellent written and verbal communication skills and an ability to vary communication strategies and tactics to meet the needs of varied constituents; skill in public speaking and ability to represent agency with enthusiasm and professionalism
- Excellent interpersonal and constituent/customer service skills
- Ability to take initiative, identify tasks, and complete them
- Excellent attention to detail
- Ability to balance multiple priorities
- Ability to communicate effectively with vendors, troubleshoot challenges, and implement changes to vendors
- Proficient in Microsoft Office, Canva, Constant Contact, and donor database and event management software

**Treatment Model & Training**

- The role requires an overview level of knowledge of the TBRI model.

**Continuous Quality Improvement**

-The role contributes to the agency's CQI through accurately recording donations and communicating with donors and constituents.

**Physical Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with the ADA, the organization provides reasonable accommodation to qualified individuals with disabilities to perform the essential functions of the job.*

|                                                                                    | Never | Occasionally | Frequently |
|------------------------------------------------------------------------------------|-------|--------------|------------|
| Ascend/descend stairs                                                              |       | X            |            |
| Supervise children indoors/outdoors                                                | X     |              |            |
| Stand                                                                              |       | X            |            |
| Complete documentation on paper/electronically                                     |       |              | X          |
| Lift/move 20 pounds                                                                |       |              | X          |
| Lift/move 40 pounds                                                                |       | X            |            |
| Ability to observe details at close and far range                                  |       | X            |            |
| Visually/Auditorily supervise children at close and far range                      | X     |              |            |
| Communicate and exchange information with constituents                             |       |              | X          |
| Use auditory skills to assess and respond to clients/constituents                  |       |              | X          |
| Stoop, kneel, crawl                                                                | X     |              |            |
| Maintain emotional regulation in response to client's outbursts/emotional distress |       |              | X          |
| Operate a motor vehicle                                                            |       | X            |            |

**Additional Requirements**

- Clear background check, drug screening, and driving record
- Position requires occasional availability on evenings, weekends, and outside of typical business hours

|             |              |          |     |
|-------------|--------------|----------|-----|
| Last Update | May 21, 2026 | Approval | CEO |
|-------------|--------------|----------|-----|

*This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to change at any time, with or without notice, in accordance with the needs of the organization.*