

Director of Special Events at Children at Risk, Houston

Be part of leading a premier nonprofit organization serving children

CHILDREN AT RISK (C@R) is a state-wide non-partisan research and advocacy nonprofit dedicated to understanding and addressing the root causes of child poverty and inequality. The mission is to serve as a catalyst for change to improve children's quality of life through strategic research, public policy analysis, education, collaboration, and advocacy. The Director of Special Events is part of the C@R Development team, responsible for four major special event fundraisers in Houston and another in North Texas.

Our director, accountable to and reporting directly to the Children at Risk Chief Development Officer will:

- Be employed full-time by C@R with a \$65-75k annual salary with full benefits including health, dental, retirement, vacation, and holidays
- Annually manage a Houston fund raising brunch, luncheon, golf event, gala and a North Texas event and other events
- Be accountable for planning, budgets, and event schedules
- Direct prospecting, recruitment, stewardship, and progress of event chairs, host committees, and event volunteers as well as sponsors, donors, and attendees
- Supervise all contractors, vendors, and event logistics
- Manage timely gift processing, acknowledgement, and pre-and post-event communication
- Develop and implement strategies for growing C@R event net income

The successful candidate will have demonstrable experience in event leadership and building collaborative partnerships as well as a good record of successful deliverables in fundraising and project management. She/He will have a detailed approach to promoting a culture of relationship-building and collaboration with internal and external teams. Evidence of mastery of detailed planning and scheduling of complex activities, and consistent achievement is key to being selected.

Key personal characteristics include the ability to fearlessly open doors, lovingly solicit, and be a charismatic communicator of the C@R mission. You are flexible and adaptable. You manage upwards, downwards, and laterally with a light touch, and have good intuition for discerning other's expectations. You excel at work/life-integration. You are willing to do what it takes to get the job done. You enjoy self-direction and a collegial work environment. You share background with and have empathy for the diverse communities and children we serve.

The ideal candidate will be based in Houston and will work both from home and the C@R office. Some statewide travel is expected. Relocation compensation is not offered.

If you are a degreed and passionate professional, with at least five years of fundraising and nonprofit leadership experience, we encourage you to learn more about Children at Risk at <https://childrenatrisk.org/> and invite you to send a letter of application and your resume to the email below immediately.

Application Instructions:

Read this information carefully. Adhering to these instructions will ensure that your application is submitted as required for review.

1. A cover letter is required. Your cover letter should be no more than one (1) page in length.
2. A resume is required. Your resume should be no more than two (2) pages in length and should include details about your relevant education, skills and experience as they relate to this role.
3. Send your cover letter and resume to carevent@gershensonconsultingllc.com.
4. Due to the number of resumes we receive, we will not be acknowledging their receipt or returning emails or phone calls inquiring about the status of an application. If your application is selected for interview, you will be contacted directly by a member of our team.