

Director of Donor Engagement & Special Events

Application Deadline: Ongoing

Start Date: Spring 2021

SUBMIT APPLICATION

The Opportunity:

Across the nation, only 8% of high-performing low-income students with the academic record and test scores to succeed at the nation's most selective colleges and universities ever submit an application to attend. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges & universities across the nation.

The primary goal is to increase in the number of students in the Houston and surrounding areas who successfully attend and graduate from top-tier colleges and universities. The director of development will develop and execute strategies to increase individual giving to support and advance the mission of EMERGE and will build meaningful relationships with key community benefactors.

If you are an excellent relationship cultivator and master multi-tasker who is passionate about expanding college access to students from low-income communities across the city of Houston, we are looking for you!

The Role:

The Director of Donor Engagement & Special Events will execute effective cultivation and stewardship (meaningful engagement) tactics and special events to increase philanthropic support and overall funder engagement for EMERGE and will manage the planning and execution of EMERGE's annual fundraising events and donor engagement strategies. The Director will also maintain and grow a dynamic event sponsorship pipeline and portfolio through effective sponsor identification, qualification, cultivation, and solicitation. This position will also help to drive meaningful engagement of high net worth prospects and donors including individuals, foundations, and corporations and will develop and execute strategies that contribute to the acquisition, cultivation, and retention of major donors.

This is a revenue generating position that will oversee the planning, execution and fundraising plan for the organization's annual fundraising events, playing a key role in EMERGE's annual development efforts.

Key Responsibilities:

In collaboration with the Managing Director of Development, the Director will:

Special Events

- Manage and plan EMERGE's annual fundraising events, including the Build The Village Luncheon, Sporting Clays Tournament, and Individual and Third-Party Fundraisers and manage event budgets, vendor procurement, and contract negotiation.

- Maintain and grow a dynamic event sponsorship pipeline and portfolio through effective sponsor identification, qualification, cultivation, and solicitation directly and through the Board and Development Committee.
- Oversee event-day logistics, content development, venue selection, collateral materials, data management, RSVP management, catering, and volunteer coordination.
- Maintain exemplary relationships with event chairs and vendors while identifying appropriate new business relationships.
- Leads all event-related meetings and ensures proper communication with event chairs and planning committee regarding event goals, responsibilities, and follow-up and develops comprehensive plans and timelines for events
- Oversee the creation of all event-related materials, both print and electronic. This includes invitations, save the dates, videos, programs, scripts, and more.
- Create a social media/marketing plan to promote and elevate all events.

Donor Engagement

- In partnership with the Managing Director of Development (MDoD) and Executive Director (ED), develops strategies for effective donor engagement, cultivation, and stewardship of all donor and funder relationships
- Develops, plans, and executes cultivation, stewardship, and strategic engagement events and opportunities to increase funder engagement and affinity (i.e. classroom tours, funder site visits, career roundtables, impact sessions, etc.)
- Creates a strategy to effectively engage and solicit corporate donors and create opportunities for corporate partnerships
- Assist in developing EMERGE's major donor acquisition and individual giving strategies
- Develop stewardship strategies to ensure that donors experience high-quality interactions that foster long-term engagement and investment
- Work with the ED and MDoD to enlist the participation of board members in identifying, cultivating, and soliciting major donor prospects
- Track and document individual giving/prospecting, fundraising, and commitment activity, including monitoring ROI and donor retention rates and developing tracking reports as needed using the donor database
- Collaborate with the MDoD and Manger of Foundation & Donor Relations to create compelling written correspondence and fundraising appeals to support major solicitations, campaigns, and direct mail appeals
- Manage the Mentor Program annual activities and events
- Maintain a complete file of event donors, prospect and invitation lists, and printed and promotional pieces. Oversee acknowledgment of event contributions and prepare reports in conjunction with the Development Coordinator.

Qualifications:

- Bachelor's degree.
- Five years of nonprofit fundraising and/or donor relations/engagement with two years' experience in planning large-scale fundraising events.
- Demonstrated success in raising money and working with volunteers.
- Excellent verbal and written communication skills.

- Ability to interpret computer-generated reports and analyze data to inform your strategy
- Demonstrated excellence in project management and managing competing priorities
- Proficient in MS Office. Working knowledge of Photoshop, Illustrator and InDesign is a plus.
- Proven ability to work with diverse groups of individuals.
- Must be detail oriented; work well under pressure; able to juggle multiple tasks; a team player.
- Knowledge of the community is a plus.
- Knowledge of DonorPerfect preferred.

The Person:

Relationship-BUILDER

- Ability to build and cultivate lasting relationships with diverse groups and focus on superior donor engagement and customer service.

Time Maximizer

- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner and demonstrate respect for others.
- Self-starter, anticipates needs and able to take initiative when necessary.
- Conscientious about priorities, display good time management and positive attitude.

Critical & Creative Thinker

- Able to evaluate situations using a logical thought process to draw reasonable conclusions to effectively problem-solve and determine the best solution
- Ability to examine and evaluate data in order to present development and prospect reports on a regular basis.
- Strong analytic ability and inductive thinking which are frequently required to devise new approaches to situation where previously accepted solutions have proven inadequate.

Detail- and Process-Oriented

- Ability to build systems and processes that keep the project working smoothly no matter the situation
- Able to produce high-quality work without error. Has a proven track record of high attention to details

Action-oriented

- Not satisfied with the status quo. Ability to constantly think about how to optimize work and increase fundraising capability. Adept at knowing how to prioritize tasks and time most effectively to achieve goals.

Results-driven

- Motivated and determined to meet and exceed fundraising goals. Strategize and develop action plans and deploy team to go above and beyond. Relentless in the pursuit of increasing major gift donors.

Storyteller

- Ability to effectively tell the EMERGE story through various platforms
- Ability to craft a narrative that is both informative and emotional

- Excels at the art of writing overall

Donor Centric- and Stewardship-Focused

- Ensures that donor satisfaction remains at the forefront of daily activities and functions

Mission-Aligned

- Mission aligned and excited about the work and organization knowing the work supports a mission of empowering and preparing high-achieving students from Houston's most underserved communities to reach their full potential.

Who we are:

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a developmental, college-access organization changing the life trajectories of hundreds of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving roughly 1,300 high school students across five school districts. We also serve 1,100 college scholars at over 150 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As the EMERGE's impact has grown, our nonprofit team has grown to 25 full-time staff members. This team includes district Program Managers, our Curriculum and Training staff, the College Success team, and our internal business functions. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

What we offer:

At EMERGE, we offer a competitive salary and benefits package.

Compensation: We provide compensation that takes into account each candidate's experience and responsibilities. Yearly increases are based on your contribution to the organization, the impact and scale of your role, and external market factors. The salary range for this role is: \$75,000-\$85,000.

Benefits:

- We offer Medical, Dental, and Vision insurance.
- We also cover disability and life insurance for our employees.
- Each employee has 27 Paid Time Off days for the year. EMERGE is closed for 17 holidays.

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