

Special Events/Development Coordinator **CHILDREN AT RISK (Houston)**

A critical member of a dynamic, statewide development team, the Special Events/Development Coordinator will work with the staff and volunteer team to execute a major special fundraising gala event in Houston. This important team member will also assist with four other signature fundraising events and provide overall development and communications support to help ensure organizational success. This position reports directly to the Chief Development Officer with supervision from the Special Events Manager.

Key responsibilities include:

Event Planning

- Manage event operations and logistics for gala event, including site visits, food and beverage requirements, webpage updates, marketing collateral and signage development and production, vendor negotiations, contracting, budgeting, registration, program implementation, onsite management and post-event evaluation.
- Effectively work with the Event Chairs and host committee.
- Negotiate with suppliers for the best possible rates and quality in the procurement of goods and services to stay within expense budget.
- Develop, timeline, schedule and implement activities related to assigned projects.
- Conduct site evaluations, and submit preliminary plans and recommendations for upcoming events. Prepare matrices, diagrams and other supporting documentation to substantiate recommendations.
- Develop event timeline and task checklists to ensure timely implementation of all event logistical details.
- Provide on-site program assistance; oversee all arranged details of program (i.e. attend pre-con, advance all functions, verify room set-ups, review banquet checks/master bill, handle VIP needs, etc.).
- Develop and implement risk mitigation and safety strategies and identify contingency plans for event while leading teams in preparation, execution and evaluation of crisis response as needed.
- Proactively source, create, organize, edit, proofread and/or manage content for collateral material, websites, e-blasts, social media, and other communications, as required.

Fundraising and Event Management

- Prepare budgets, projections, assessments and track spending for special events. Meet or exceed all budgeted revenue goals while adhering to and minimizing budgeted expenses. Identify, quantify and report cost avoidance/saving measures.
- Manage the committee meetings and effectively engage event chairs and host committee members in fundraising to meet event fundraising goals.
- Help identify, cultivate, solicit and steward corporate and individual sponsors to meet fundraising goals and attendance targets.
- Provide documents to Finance Department for reconciliation and payment of event expenses, for collection of revenues/receivables for special events, and reconciliation of P&L.
- Manage production elements of events. Serve as onsite production manager; direct staff; manage vendors.
- Track event data and produce quantitative and qualitative post-event analyses. Use data to determine event successes, best practices, and return on investment including revenue, expenses and attendance, and make suggestions for improvement.
- Serve as a staff lead with volunteers and contractors assigned to manage event logistics including room setups, food and beverage, speaker arrangements, develop RFPs and evaluate submissions and recommends vendors.
- Coordinate assignments of temporary personnel and volunteers.
- Ensure all gifts are properly added to the donor database and accurately processed and provided with acknowledgement letter in a timely fashion.

- Manage post-event communications to event attendees for effective follow-up.
- Research and evaluate industry trends by keeping informed about new developments in the field, attending professional seminars, reading industry publications, et al.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in ending child trafficking, strengthening public education, implementing evidence based parenting programs, and increasing access to and use of federally funded meal programs. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children.

Preferred Qualifications

- 3-5 years of relevant experience preferred.
- BA/BS preferred.
- Ability to work independently/as a self-starter, as well as a team member.
- Strong presentation/communication skills for both internal and external audiences.
- Project management experience with a strong ability to prioritize multiple tasks.
- Attention to detail and a commitment to maintaining accurate, confidential donor records.
- A strong work ethic, an outgoing personality and a zeal for relationship building are all considered a plus for this position.
- A history of commitment to children, innovative public policy, and positive change preferred.
- Other fund raising experience in one of the following areas: Donor database management, individual giving and stewardship, and/or communications and social media strategy development.

The full-time position offers a competitive compensation and benefits package. Interested candidates should submit a letter of application, resume, and a list of three references **via e-mail** to Paul Dewey at pdewey@childrenatrisk.org. Please include the words "Special Events/Development Coordinator" in the subject line. The application deadline is rolling with applications being reviewed upon receipt.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.

CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.

Paul R. Dewey
Chief Development Officer
CHILDREN AT RISK
2900 Wesleyan, Suite 400
Houston, Texas 77027
713-869-7740