

CHILDREN AT RISK (C@R) is seeking a highly organized, creative, and experienced Events and Project Coordinator to lead the logistics, marketing, and communications for both fundraising events and donor stewardship events. This role manages the full lifecycle of signature fundraising events (currently a gala, golf tournament, and luncheon) as well as donor cultivation and recognition events, working closely with the Director of Major Gifts on sponsor fulfillment and with the wider development team on scheduling and donor records.

- Candidates must have hands-on experience independently planning and executing large-scale fundraising events; event marketing or communications experience is a strong plus.
- This is a Houston-based hybrid position requiring office time, remote work, and travel across Harris County and the state.
- This position will report to the Director of Major Gifts.

What We're Looking For:

We need an experienced event professional who can hit the ground running. The ideal candidate is:

- **A Proven Practitioner:** You have run large-scale fundraising events from start to finish, not just supported them, and can walk us through the budgets, vendors, and results.
- **Innovative & Entrepreneurial:** You bring fresh ideas to make every event raise more, cost less, and give guests a better experience, and you are always thinking about what C@R could try next.
- **A Self-Starter:** You own your timelines, anticipate problems before they happen, and keep many moving pieces on track without being reminded.
- **A Relationship Builder:** Venues, vendors, volunteers, sponsors, and host committee members enjoy working with you and want to come back year after year.
- **Energized by Being Out in the Community:** You enjoy being on-site and visible, welcoming guests, and representing C@R in the community.

General Responsibilities and Essential Functions:

- **Fundraising Event Logistics:** Manage the full logistical lifecycle of signature fundraising events — budgeting, venue selection, vendor negotiations, volunteer coordination, program logistics, and post-event wrap-up.
- **Stewardship Event Logistics:** Plan and execute the logistics for donor cultivation events, stewardship events, briefings, and recognition opportunities.
- **Event Marketing & Communications:** Own marketing and communications for all events — promotional materials, invitations, event-related social media and e-blast content, and post-event thank-you communications and impact reports.
- **Sponsor Fulfillment:** Coordinate with the Director of Major Gifts to track and fulfill sponsor benefits (signage, table assignments, program recognition, and similar commitments).
- **On-Site Execution:** Supervise on-site logistics for events, ensuring a seamless experience for guests, donors, and staff.
- **Project & Timeline Management:** Develop and maintain event timelines and work plans, keeping stakeholders and vendors on schedule and on budget.

- **AI-Enabled Event Marketing:** Use C@R-approved AI tools to help draft event marketing materials, social media and e-blast content, and post-event communications; review all AI-assisted content for accuracy and brand voice before it is published or sent.

Key Responsibilities Include:

Fundraising Events

- Manage event logistics end-to-end: budgeting, venue selection, vendor negotiations, catering, program flow, and volunteer coordination.
- Coordinate table and ticket logistics, seating, and event-day guest experience.
- Track event budgets and expenses, and provide documentation to Finance for reconciliation and payment.
- Supervise on-site execution, including staff and volunteer coordination during events.
- Lead post-event logistics wrap-up, including vendor payments and inventory/equipment return.
- Bring fresh ideas to grow attendance, sponsorship, and net revenue for each event, and recommend new event concepts or formats that expand C@R's reach.
- Build strong, lasting relationships with venues, vendors, volunteers, and host committee members, and serve as a welcoming face of C@R for guests and sponsors on event day.

Stewardship Events & Special Initiatives

- Plan and execute logistics for donor cultivation events, briefings, and recognition opportunities identified by the Director of Major Gifts.
- Support logistics for stewardship events and special initiatives led by the Director of Major Gifts.

Event Marketing & Communications

- Create promotional materials and digital content for each event (invitations, signage, program materials).
- Ensure consistent messaging across event invitations, programs, signage, and social media content.
- Draft and send event-related e-blasts and social media content in coordination with the Director of Major Gifts.
- Develop post-event thank-you communications and impact reports.
- Use approved AI tools to produce first drafts of invitations, social content, e-blasts, and thank-you communications, reviewing each for accuracy and brand voice before it goes out.

Sponsor & Donor Coordination

- Track sponsor commitments and benefits in coordination with the Director of Major Gifts, ensuring signage, recognition, and other deliverables are fulfilled accurately and on time.
- Coordinate with the Development Coordinator to ensure event attendee, sponsor, and donor information is accurately recorded in the donor database.
- Support timely follow-up communications related to events in partnership with the Development Coordinator's gift acknowledgment process.

Project Coordination

- Coordinate projects and initiatives from planning through completion, keeping work on schedule and on budget.
- Develop project timelines and work plans, track milestones and deliverables, and flag risks or delays early.
- Maintain shared calendars and tracking tools so the team has clear visibility into deadlines and priorities.
- Coordinate with internal teams and external partners to align on project goals, roles, and timelines.
- Document processes and create templates and checklists for recurring work.
- Support additional projects as assigned.

Qualifications:

- **Education and Experience:** Bachelor's degree in nonprofit management, hospitality, communications, or a related field preferred; at least 3 years of hands-on experience planning and executing large-scale fundraising events such as galas, golf tournaments, or luncheons.
- **Technical and Organizational Skills:** Strong organizational and project management skills with close attention to detail; experience with vendor management and event budgets; comfortable piloting AI tools to speed up content drafting, with all AI-assisted output reviewed before use.
- **Communication Abilities:** Excellent interpersonal and written communication skills; comfortable creating marketing content and coordinating across multiple stakeholders and vendors under deadline pressure.
- **Collaborative and Adaptive:** Self-starter and team player with a flexible, adaptable approach; capable of managing changing timelines and priorities while maintaining high-quality work.
- **Ethics and Professionalism:** Upholds high ethical standards, demonstrates empathy and sensitivity to donor needs, and exercises good judgment; passion for the organization's mission and community impact.
- **Travel:** Local travel across Harris County, periodic travel across Texas, and evening and weekend availability for events.

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 to champion solutions that tackle poverty, education and health disparities, and child exploitation. 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. The position offers competitive compensation and benefits package.

How to Apply

Interested candidates should submit a cover letter, resume, and a list of three references via e-mail to Aimee Clark, Chief Development Officer, jobs@childrenatrisk.org. In your cover letter, please describe an event you led from start to finish, including its size, budget, and results; samples of event marketing materials you created are welcome. Please include the words "Events and Project 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.