| **JOB PURPOSE** |
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| The Corporate Relations and Events Manager supports the agency mission of providing hope and healing to those impacted by domestic violence and sexual assault by developing, implementing, and overseeing agency fundraising and brand awareness events. |

| **REPORTING RELATIONSHIPS** | |
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| Reports To | Chief Advancement Officer |
| Supervises | Interns/Event Committees/Volunteers |

| **RESPONSIBILITIES / ACCOUNTABILITIES** | |
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| Responsibility/ Accountability Categories | Key Activities  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Outcomes / Exceptional Performance |
| Administration | Corporate Giving:   * Cultivate, solicit and steward existing corporate relationships and continually develop new prospects. * Coordinate and support advancement team and volunteers to cultivate, ask and steward corporate gifts. * Ensure entry of sponsorship commitments, donor and prospect notes and event attendee information into Raiser’s Edge database.   Events:   * Establish a structured, systematic, and streamlined process for community outreach event-based engagement that will outlast changes in staff and assure perpetual and mutually beneficial relationships with stakeholders. * Manage and execute all logistics for signature agency fundraising events including but not limited to the Annual Partners Breakfast, Holiday Store, Art With Heart, Walk a Mile in Her Shoes, and Fighting for Women with Fashion. * Develop systems with effective use of information technology including databases and spreadsheets necessary to plan, track, and streamline communications and events processes. * Monitor events budgets, develop reports and communicate impact for internal and external purposes.   Additional Responsibilities:   * Research, write, and manage grant reporting and grantor relationships, as assigned by supervisor. * Ensure that employee time is entered into timekeeper system accurately; approve timesheets according to established deadlines; and office staffed appropriately. * Adhere to agency procedures concerning Critical Incident Reports and Client Satisfaction surveys and participate in the Quality Assurance process. * Ensure office coverage throughout by coordinating schedules and filling in as needed. |
| Stewardship | Relationship Management:   * Establish relationships with all current corporate donors/sponsors and develop a strategy to transfer relationships/donors secured by volunteers to staff relationships. * Influence, direct, and manage and recruit multiple community committees’ ensuring that an event meets/exceeds agency budget requirements. Integrate best practices into all event operations. * Recruit and supervise event interns to augment fundraising event activities. * Work with Director of Volunteer Relations to secure volunteers for events and outreach efforts. * Work with Director of Stewardship and Director of Volunteer Relations to increase engagement of new supporters through volunteering and higher financial investment in the agency. * Promote and maintain harmonious working relationships with agency staff, board of directors, and communication contacts by participating in activities that promote the agency.   Additional Responsibilities:   * Support agency mission by participating in agency and community meetings and committees as requested by supervisor. * Promote and maintain professional relationships with agency staff, volunteers, and community partners |
| Professional Development | * Maintain professional licensing/certification as applicable, staying informed and knowledgeable about traumas, victimization and other priority issues for the agency for the purpose of communications/marketing, grant writing, and fundraising/development activities. |
| Other | * Contribute to agency effectiveness by performing other agency duties as assigned. |

| **CORE COMPETENCIES** |
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| Employee must demonstrate the following competencies at all times.  **Agency Competencies**  1.Cultural Competence – cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds, understands diverse worldviews, and is sensitive to group differences; sees diversity as an opportunity, challenges bias and intolerance; understands oppressions that many clients face in the community; ability to apply self-awareness and self-regulation to manage the influence of personal biases and values  2. Communication/Collaboration – uses effective oral and written communication to clearly convey and receive information and ideas in an engaging manner; demonstrates good listening skills, and invites response and feedback in order to build constructive working relationships with clients, volunteers, other work units and community organizations to meet mutual goals and objectives  3. Continual Learning/Professional Development – participates in continuing education, training and professional conferences focused on best practices to acquire and/or maintain the technical/professional expertise required to do the job effectively, resulting in the most positive client solutions  4. Quality Work Standards – motivated to achieve; sets high standards and well-defined, realistic goals for one’s self; displays a high level of effort and commitment towards completing assignments in a timely manner with care and thoroughness, checking work for completeness and accuracy  5. Resiliency – maintains effective performance in stressful environments or when confronted with difficult situations; evaluates conditions to ensure one’s own safety and the safety of others; identify and rely upon self-care strategies at home and/or work in order to handle stress in a manner that is acceptable to others and the organization  **Position Competencies**  1. Leadership  2. Adaptability  3. Formal Presentation  4. Initiative  5. Strategic Focus |

| **POSITION REQUIREMENTS** |
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| * Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly and/or a negligible amount of force frequently or constantly to lift, twist, carry, push, pull or otherwise move objects, including the human body. * The worker is required to have the ability for close vision, distance vision, color vision, depth perception, and ability to adjust focus to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection), to determine accuracy and thoroughness of work assignment. * Position requires ability to reach, stand, crouch, walk, finger, grasp, sit, twist, talk, hear, and perform repeated motions. * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. * Work hours vary and include evening and weekend work. * Employee must have access to transportation that allows them to meet all job requirements in a timely fashion. |

| **MINIMUM REQUIREMENTS** | |
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| Education | Bachelor’s degree in related field. |
| Experience | Four or more years of experience in development fundraising, marketing, and/or related experience with an emphasis in special events. |
| Certifications |  |
| Knowledge and Skills | Excellent organizational and management skills.  Excellent relationship-building skills.  Strong written and verbal communication.  Prior non-profit experience preferred. |

| **PREFERENCES** |
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| Spanish speaking preferred- If hired as a Spanish speaking, candidate must be fluent in understanding, speaking, reading, and writing in Spanish. |

Employee Acknowledgement

I have read this job description and fully understand the requirements an am able to perform all duties, including but not limited to the essential functions set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Safe Alliance.

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Employee Signature                                               Date

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Printed Name