



Job Title: Development Manager (Events)
Reports to: Vice President of Development

Department: Development
Salary Range: \$50,000-55,000

Benefits Summary:

- Flexible, hybrid work schedule
- Professional development opportunities
- Significant employer contribution toward health insurance benefits coverage (health, vision, dental)
- Optional pet insurance
- Employer-paid short-term and long-term disability insurance, life insurance
- Health savings account - employer contribution
- 18 PTO days in first year, increasing after
- 10 paid holidays and work week between Christmas and New Years
- "Bring Your Pet to Work" Days
- Mileage reimbursement for work related travel
- Regular team connection activities
- Monthly phone stipend

The Opportunity:

Big Brothers Big Sisters of Central Texas is in an exciting time during its 50+ year organizational history. Under the new leadership of CEO Leah Meunier, BBBS is focused on growing its impact for youth through mentoring across Central Texas. This includes the recruitment of a passionate nonprofit professional who will help reshape the way BBBS raises money through special events. The Development Manager is a full-time salaried position (40 hour) and reports to the Vice President of Development and supervises seasonal interns who support critical event logistics work.

The ideal candidate has 3+ years experience serving on a nonprofit fundraising or communications team (even in a volunteer or intern capacity), enjoys cross-team collaboration, cares deeply about volunteer relationships, and has strong project management skills. This position will play a critical role in meeting our overall fundraising goals including over \$1m annually across multiple events including Ice Ball, Santacon, Bowl for Kids, and 3rd Party fundraising partnerships.

The Development Manager also recruits passionate volunteer leadership for each event committee and maintains volunteer engagement throughout the event cycle. It is in coordination with these volunteer committees that the Development Manager directly solicits event sponsorships and gifts from individuals.

To Apply: email Emily Franke, VP of Development at jobs@bigmentoring.org and include resume and cover letter. Applications will be received until September 6, 2022.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In conjunction with the VP of Development, set and meet event revenue goals while personally taking prospective donors through the entire fundraising journey including: identification, cultivation, solicitation and stewardship
- Provide leadership and oversight for all event committees ensuring successful outcomes of assigned tasks and responsibilities and sustainable volunteer engagement over time
- Champions BBBS mission at meetings, community events, conferences and fundraising events to effectively engage participants in conversations about our mission and inspire involvement
- Work with VP of Development to build a pipeline of committee leadership and involvement
- Manage all event logistics including location, auction, program production, communications, and all other details necessary for efficient implementation collaborating across departments as necessary
- Serve as the liaison for all 3rd Party Events, ensuring that all events are approved, and BBBS CTX guidelines are adhered to maintain organizational brand integrity
- Maintain accurate record keeping for all contacts and related interactions in the Raiser's Edge database
- Collaborate with the Database Manager and Communications team to create strategically segmented lists and reports related to event attendees and outcomes.
- Provide ongoing reports and feedback about event outcomes, suggested improvements for meeting event revenue goals while decreasing our organization's heavy dependence on events alone
- Provides effective internal communication across the organization about all BBBS events and opportunities for all staff participation

Required Skills/Abilities:

- *Proven track record of strong volunteer management abilities*
- *A Passion for the mission of Big Brothers Big Sisters of Central Texas*
- *Excellent verbal and written communication skills*
- *Excellent interpersonal and customer service skills*
- *Strong project management skills*
- *Ability to prioritize tasks and to delegate them when appropriate*
- *Ability to function well in a fast-paced environment*
- *Proficient with Microsoft Office Suite or related software*
- *Ability to adapt and retain flexibility*
- *Some work with Raiser's Edge product preferred*

Education and Experience:

Bachelor's degree and 3+ years professional fundraising experience on a nonprofit development or communications team or equivalent professional experience.

Other Requirements:

- Valid Texas Driver's License
- Reliable transportation
- Must be willing to successfully work independently and as needed to accomplish the job requirements
- Must be willing to work with diverse populations
- Must be willing and able to travel when necessary
- Must be able to attend events in the early morning, evening and weekends

Big Brothers Big Sisters of Central Texas provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, pregnancy, military and veteran status, age, physical and mental disability, genetic characteristics, or any other considerations made unlawful by applicable state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Big Brothers Big Sisters of Central Texas expressly prohibits any form of workplace harassment based on race, color, religion, sex, national origin, pregnancy, military and veteran status, age, physical and mental disability, or genetic characteristics.