



## Position Description

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| <b>Job Title:</b>             | <b>Event &amp; Corporate Giving Director – Central Texas</b> |
| <b>Department:</b>            | Development  |
| <b>Reports To:</b>            | Vice President of Development                                |
| <b>Status:</b>                | Exempt, Salaried \$70,000 to \$85,000                        |
| <b>Initial/Revision Date:</b> | March 2026   |

### Position Summary

As a key member of the Revenue Development team, the Event & Corporate Giving Director leads the strategy, execution, and growth of the organization's event and corporate fundraising initiatives. This role holds primary responsibility for generating more than \$1 million annually through signature events and corporate partnerships while strengthening long-term donor engagement to support operating priorities.

### Essential Functions, Responsibilities, and Activities

#### Event Strategy & Execution

- Oversee strategy, management, and execution of all annual fundraising events including The Ignite Gala, Welcome Reception, Alumni Holiday Party, and receptions with clear annual revenue goals.
- Manage all event logistics including budgeting, vendor procurement, contract negotiation, timelines, technology that supports the event, and day-of execution.
- Coordinate with the Vice President of Advancement, volunteer chairs, and committees on table/team sales, underwriting, sponsorships, and auction procurement.
- Track event ROI, revenue performance, and provide post-event reporting and analysis.
- Oversee creation of all event materials (print and digital), including invitations, save-the-dates, scripts, programs, videos, and promotional assets.
- Develop and execute social media plans to elevate event visibility and engagement.
- Maintain comprehensive donor, prospect, sponsorship, and invitation records.

#### Corporate Partnerships & Donor Stewardship

- Design and lead a corporate giving strategy aligned with annual gala and operating revenue goals.
- Build, manage, and grow a portfolio of corporate partners focused on long-term engagement and retention.
- Own the full donor lifecycle for corporate and event supporters: identify, cultivate, solicit, steward, and retain.
- Achieve annual revenue goals exceeding \$1 million through events and corporate giving.
- Ensure timely gift processing, acknowledgment, compliance, and stewardship reporting in partnership with Advancement leadership.
- Develop personalized impact reporting and stewardship communications.

#### Alumni & Community Engagement

- Build and activate a purpose-driven alumni network to strengthen ambassadorship and philanthropic engagement.
- Partner with program staff to create meaningful mission experiences that connect donors and corporate partners to impact.
- Support activation of volunteer networks, including Gala Committee and BIG Impact Group leadership.

#### Organizational Leadership

- Collaborate with the Vice President of Development, Market President, CEO, board members, and volunteer leaders on strategic initiatives.
- Assist with special projects and cross-functional advancement efforts as needed.

## **Education, Experience, and Other Requirements**

- Bachelor's degree in business or sales related discipline
- Experience working with an organization with an annual revenue of \$2million or greater
- Three to five years of successful event planning and management experience of staff & volunteers including annual and strategic planning experience
- Thorough knowledge of non-profit development setting, project planning, and prospect research
- Effective, experienced and confident communicator and public speaker
- Demonstrated facilitation skills to assist in leading committee meetings with varying sized audiences
- Sales management and donor lifecycle and retention experience preferred
- Proficient in related technology including Word, Outlook, Excel, PowerPoint, and a donor CRM platform
- Flexibility and availability to accommodate weekday early/evening work hours and occasional weekend and overnight hours, as well as occasional travel to varying venues within the Lone Star network