



Position Description

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

Please send resume and cover letter to Christina Snell csnell@cccstx.org