

Development Officer – Special Events

The SAFE Development team seeks a full-time Development Officer – Special Events. This person is responsible for leading staff and volunteers in raising \$2 million in funds through 4 large-scale fundraising events that benefit SAFE. This person is also responsible for various cultivation, stewardship, and 3rd party events from which we are the beneficiary. This position is responsible for ensuring seamless and creative planning, execution, volunteer management, donor and sponsor recruitment and stewardship.

About SAFE:

- SAFE’s mission is our name: Stop Abuse For Everyone. We achieve our mission by acknowledging and responding to the intersection of child abuse, sexual assault, human trafficking, and domestic violence.
- The SAFE Alliance grew out of the courageous work of the Center for Battered Women, the Austin Rape Crisis Center, and the Austin Children’s Shelter, all respected, women-led human service agencies created by volunteers and informed by survivors who needed support, safety and justice.
- With over 20 programs and 400 staff, we have been serving the Austin community and beyond for over 30 years.
- The SAFE Alliance strongly encourages members of traditionally underrepresented communities to apply, including Black, Indigenous, and people of color; LGBTQ+ identified people; gender-nonconforming people; individuals with disabilities; veterans; and people who speak a language in addition to English.

About this position:

- We need you to fill the role of Development Officer – Special Events. This is a full-time exempt position that is either at our Rathgeber Village Campus (4800 Manor Road) or working remotely. There are some travel expectations throughout Austin area to various meetings and event locations (when safe). We will pay you an annual salary of \$48,000 - \$52,000 depending on experience.

Key Duties:

- Demonstrates ability to take primary responsibility for a diverse number of complex projects to assure their completion in a timely manner with limited supervision.
- Manages planning and execution of all aspects of fundraising and stewardship events from inception to event day to event follow-up and reaches/exceeds special events and 3rd party fundraising goals.
- Prospects, cultivates and stewards event volunteers, sponsors, attendees and third party event community organizers year-round.
- Develops thoughtful and creative stewardship activities, expressing a sincere client/customer focus, for sponsors, volunteers and donors as part of the event strategy, and provides timely and prompt acknowledgments.
- Proficiency in the use of a personal computer and with standard office, design, and web programs and applications.
- Ability and willingness to work flexible hours, including evenings, weekends and long days.

Qualifications:

- Bachelor's Degree or relevant training/project management experience.
- Minimum of 5 years' experience in event planning, with large-scale event experience preferred.
- Project management certification a plus.
- External interpersonal skills and ability to work with diverse internal and external constituencies.
- Organized, multi-tasker. Unflappable.
- Adhere to Guiding Principles, Mission, Core Competencies, and Confidentiality Policy.
- All employees are required to comply with policies regarding COVID-19, which may be subject to change. COVID vaccines are still highly recommended, and we encourage employees to get vaccinated if they are able.
- Pass all required criminal history background checks (including an FBI fingerprint check), as well as a pre-employment drug screen and TB test.

About our benefits:

- Full-time employees receive employer paid health insurance, short-term disability, and life insurance. *
- Optional dental, vision and pet insurance. *
- 403(b) retirement plan with an employer match, and 15 days of Paid Time Off (PTO), 4 Personal Holidays, 7 Paid holidays, and more*
- We'll provide you with an amazing work environment where you'll get to make a difference every day.

**Benefits are prorated based on date of hire and hours worked. Eligibility is dependent upon FTE, status, etc.*

To apply for this position, [click here.](#)

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