



Philanthropy Events Specialist

Austin, TX

Description

24 hours a day, seven days a week, 365 days a year, the **National Domestic Violence Hotline** provides essential tools and support to help survivors of domestic violence so they can live their lives free of abuse. Contacts to The Hotline can expect highly-trained, expert advocates to offer free, confidential, and compassionate support, crisis intervention information, education, and referral services in over 200 languages.

The **Philanthropy Events Specialist** leads the planning and execution of The Hotline's key fundraising and engagement events, including the National Conference on Domestic Violence, Hope Starts Here House Parties, and the 30th Anniversary event, ensuring seamless logistics, strategic donor engagement, and revenue growth.

This role is hybrid position based in Austin and requires a minimum of 2 days a week in the office. Specific days are to be determined by the department's needs.

Essential Responsibilities & Duties

- Manage and implement logistics for key fundraising and engagement events, including the National Conference on Domestic Violence, *Hope Starts Here* House Parties, and The Hotline's 30th Anniversary celebration, ensuring a seamless and impactful attendee experience for all Hotline events.
- Manage logistics for virtual events such as Insider Briefings and Hotline webinars, ensuring professional and engaging delivery.
- Provide support and resources to external partners and donors hosting third-party fundraising events for The Hotline.
- Oversee event timelines, task lists, and production schedules to ensure seamless implementation and meet key milestones.
- Coordinate with vendors, venues, and partners to secure contracts and high-quality services while optimizing event spending.
- Collaborate with the Development Team to meet revenue goals through sponsorships, donations, and ticket sales.
- Develop and track event budgets, ensuring cost-effectiveness while delivering high-quality experiences.
- In collaboration with Development & Communications teams, develop and implement event calendar/timeline and run of show (includes mailings and communication, collateral, graphic direction/theme, etc.)

- Implement inclusive, survivor-centered decision-making to create welcoming and meaningful event experiences.
- Utilize event management software and tracking tools to streamline planning, communication, and reporting.
- Negotiate competitive vendor rates and implement cost-effective solutions to maximize impact.
- Create content for email solicitations and donor communications related to events
- Provide regular and relevant communication and reports to event constituents, donors, and Hotline leadership.

Requirements

- Bachelor's degree in business, marketing, communications, hospitality, or related field
- 3 years' experience in event management, fundraising, hospitality, or related field.
- Or equivalent combination of education and experience
- CSEP or CEP preferred

Knowledge Skills and Abilities

- Passion for articulating and advancing the agency's mission, programs, and purpose.
- Strong interpersonal, written, and verbal communication skills, with the ability to craft compelling proposals, reports, and presentations.
- Experience with face-to-face, phone, and email solicitation, as well as donor stewardship and engagement.
- Demonstrated ability to manage multiple projects, prioritize tasks, and meet deadlines in a fast-paced environment.
- Exceptional time management, organizational skills, and attention to detail, with the ability to re-order priorities as needed.
- Strong analytical skills with the ability to oversee, monitor, and report on projects effectively.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and CRM systems (preferred experience with EveryAction or Raiser's Edge).
- Experience in grant proposal writing, report writing, and knowledge of basic fundraising techniques and strategies.
- Familiarity with federal funding applications and compliance monitoring.
- Ability to set schedules and coordinate contract requirements across multiple departments.
- Adaptability and resilience in approaching challenges as learning opportunities.
- Strong emotional intelligence and ability to foster positive working relationships and organizational culture.
- Commitment to diversity, equity, inclusion, and belonging, with an understanding of social justice frameworks.
- Willingness to travel occasionally as needed.

Other Requirements/Working Conditions

- This role is hybrid position based in Austin, Texas.
- Must have a home workspace that is confidential, secure and free from distraction.
- This position requires a minimum of 2 days a week in the office. Specific days are to be determined by the department's needs.
- Must maintain a stable internet connection with at least 10 MBPS download and 2 MBPS upload speeds.
- This role requires some travel for events.
- Must maintain standards of confidentiality related to agency information.
- Prolonged sitting or standing using keyboard, phone, and computer

Compensation and Benefits

The salary for this position ranges from \$62,000 to \$65,000 per year, depending on education and experience. Full-time employees are also eligible for a comprehensive benefits package designed to support their health, financial security, and overall well-being, including:

Health & Insurance Benefits

- 100% employer-paid medical plan option
- Dental and vision insurance plans
- Health Savings Account (HSA)
- Flexible Spending Accounts (FSA) for medical and dependent care
- Employer-paid short-term and long-term disability insurance
- Employer-paid life and accidental death & dismemberment (AD&D) insurance (\$50,000 coverage)
- Aflac supplemental insurance plans

Retirement & Financial Planning

- 401(k) retirement plan with employer match

Work-Life Balance and Additional Perks

- 10 days of paid vacation (increases with tenure)
- 14 floating holidays per year
- Paid sick leave and parental leave
- Modern Health, a mental health platform that provides confidential, on-demand support for your mental well-being through private and group sessions, mediations and other wellness tools.
- Access to Employee Assistance Program (EAP)

- Nectar Rewards, a peer-to-peer employee recognition and rewards platform that helps teams celebrate wins, reinforce company values, and boost engagement.
- Employee referral program
- Discounted Gold's Gym membership

If you would like to learn more about The Hotline, please visit our [website](#).

This description only includes essential functions of the job. These statements are not intended to be construed as exhaustive of all duties, responsibilities, and skills required for this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties required by the job objectives, supervisor, and mission and values of The Hotline. This description does not modify any employee's at-will status and is not a contract for continued employment of any duration.

[CLICK HERE TO APPLY FOR THIS ROLE](#)