



# Fundraising & Events Manager

## Job Description

### About Beyond Emancipation

B:E’s mission is to support young people as they imagine and create their own life beyond foster care. Through B:E’s innovative coaching model, youth discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E’s core values are at the heart of everything we do, and we look for individuals who share our commitments:

- YOUTH-CENTERED: We put youth first.
- EQUITY: We are committed to leveling the playing field.
- TRANSFORMATION: We are agents of change.
- COMMUNITY: We are in this together.
- CONTINUOUS LEARNING: We strive for excellence.

### Position Overview

Beyond Emancipation (B:E) is seeking a skilled and ambitious fundraising professional who excels at developing exceptional relationships with donors through meaningful and joyful experiences/events, strategically crafted messaging and impactful story-telling about the resilient young people B:E supports. These are qualities when paired with an eye for detail and strong project management skills that will be critical for the success of our next **Fundraising and Events Manager**.

The Fundraising and Events Manager plays a critical role in B:E’s ability to maintain and expand its impressive individual and corporate donor base. In addition to managing donor relationships the incumbent of this role will be responsible for managing and executing special events and experiences that help us cultivate new relationships in the community and expand our robust fundraising network.

Our next Fundraising and Events Manager will have an opportunity to make a profound and lasting impact on the lives of hundreds of formerly systems impacted youth in the East Bay.

### Essential Duties & Job Responsibilities

#### ***Donor Cultivation & Stewardship***

- Coordinate and manage individual giving program including execution of stewardship process
- Responsible for managing outreach to assigned portfolio including mid-level donors and key corporate partners
- Cultivate and manage steady growth of monthly giving donors

- Execute and support corporate giving campaigns including outreach and management of corporate match giving programs
- Coordinate the development and execution of donor recognition including thank you letters, phone calls, and other acknowledgement
- Co-develop donor stewardship strategy in partnership with Director of Development and Communications

### ***Special Events Management***

- Plan, develop, and execute strategic events that support the mission of the organization in coordination with Director of Development and Communications and the Executive Director
  - Manage all facets of organizational fundraising and outreach events including marketing, vendor management, décor, marketing, etc.
- Develop and execute event sponsorship drives and cultivate key funding partners
- Cultivate key relationships with industry partners from private, government, and non-profit sectors in support of event success

### ***Communications, & Multi-Media Coordination***

- Under supervision, coordinate the execution of B:E's external communications strategy in alignment with a social justice and equity approach, and non-profit fund development best practices
- In partnership with the Director of Development and Communications, manage contractors responsible for social media content, email newsletters, printed media, B:E website, and other marketing content, ensuring fidelity to B:E brand, Mission, Vision, and Guiding Principles
- Responsible for management of all design and brand assets, and organization of key brand templates,
- Manage and Coordinate from start to finish, semi-annual appeal drives including development of digital (email) and traditional (printed) appeals and other related donor outreach

### ***Administrative Responsibilities***

- Responsible for managing organization's donor database to include but not limited to donation processing, data entry, donor profile creation and database maintenance/updates
- Develop, support, and manage systems that improve donor relations, events, outreach, and overall execution of strategic fundraising priorities and annual goals

While this description accounts for most of what an individual might encounter while performing the essential duties of this position, other related tasks and responsibilities may be assigned as needed.

## Qualifications

- At least 3 or more years of relevant work experience in non-profit fundraising, donor development, or a closely related fundraising field
- At least 2 years of experience managing, and executing fundraising events for a non-profit or similar organization/company/institution
- Excellent oral and written communication skills
  - Ability to deliver formal presentations, and convey key information to individuals through formal conversation, email, or telephonic communication
- Demonstrated ability to make sound judgement calls and consistently perform key job duties with autonomy
- Ability to perform in a manner that is accurate, organized, flexible, and attentive to detail
- Ability to be discreet and hold confidential information
- Comfortable engaging with key stakeholders across the organization (youth, donors, board, and community members).
- Impeccable track record of setting and achieving goals and meeting deadlines.
- Ability to work with people from diverse ethnic, cultural, economic, and educational backgrounds.
- Bachelors Degree or equivalent work experience required
- Fundraising/Non Profit Development Certification preferred

## Compensation

**SALARY RANGE:** \$75,000 - \$85,000 (Full-Time/Exempt)

- Benefits are generous, with 100% paid employee and 80% dependent medical care coverage; Dental Coverage is 100% employer paid
- 15 days of Vacation (increasing over time), 12 days of sick leave, two wellness weeks annually, and 14 paid holidays
- Voluntary vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care costs plans are also available.

## How to Apply

To apply, please send a resume and a cover letter outlining your qualifications to the following email: [HR@beyondemancipation.org](mailto:HR@beyondemancipation.org). Please write 'FUNDRAISING & EVENTS MANAGER' in the subject line.

## Equal Opportunity

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage diverse candidates to apply.

## Hybrid Work Environment

This position is hybrid position with a work schedule to be determined in partnership with the supervisor of this role.