



**Development & Event Coordinator**  
**Job Description**  
**Department:** Development

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision.

**Position Overview:**

WCCAC is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members. The Development & Events Coordinator, in coordination with the development team, is responsible for the overall promotion and management of major and special event tasks. This position also provides administrative and participatory support to the Development Team in all aspects of data entry, volunteer coordination, donor communication and cultivation. We are searching for a self-motivated and outgoing Development and Event Coordinator to assist our organization in delivering phenomenal events that build business relationships, generate excitement around our organization, grow our budget, amplify brand awareness, and assist with donor recognition. Your creativity and resourcefulness in organizing and hosting successful events that meet organizational objectives will aid us in promoting our mission, engaging with our community, and inspiring confidence in our brand.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, excellent multi-tasking skills, superb interpersonal skills, and be creative.

**Reports To:** Chief Advancement Officer

**Commitment Type:** Full Time (40 hours a week), occasional weekends and evenings

**Base of Operation:** Georgetown, Texas (Travel within Williamson County)

**Salary:** Based on Qualifications, Non-Exempt, Salary Range: \$54,000 - \$58,000 per year

**Benefits:** IRA 3% matching; 529 Education Savings Plan, Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO; Military Leave; Bilingual Stipend (Spanish)

**Qualifications:**

- Bachelor's Degree (preferred) from an accredited university with a focus in communication, public relations, business, marketing, hospitality, or a related field, along with 2-3 years of relevant work experience, **OR** an equivalent level of professional experience.
- Belief in the mission of the WCCAC
- Strong computer skills, including Microsoft Office 365 (Outlook, Word, Excel, Power Point), experience with Neon, Canva, and Mailchimp is a plus
- Strong ability to maintain accuracy and focus on details
- Project management experience
- Ability to work with diverse populations
- Ability to juggle multiple tasks at once

- Ability to work independently, as well as with a team
- Strong organization, prioritization, and multi-tasking skills
- Highly collaborative approach and demonstrated ability to work in cross-functional teams
- Ability and desire to work and thrive in a fast-paced environment—under pressure, tight deadlines, and limited supervision
- Proven ability to manage multiple priorities and projects, demonstrated decision-making skills
- Must have a “can-do” attitude and be flexible and responsive in a dynamic environment
- Must have excellent work ethic, exceptional judgment, and unquestionable integrity
- Excellent written and verbal communication skills
- Ability to pass annual criminal and CPS background checks, as well as clear the National Sex Offender Public Website and SafeSport registries
- Must also have reliable transportation and possess a valid Texas Driver’s License that meets the Center’s insurance company’s requirement for coverage

#### **Development (~60% of time)**

- Represent the organization in an enthusiastic and professional manner in the community and with a demonstrated commitment to WCCAC’s mission
- Cultivate new donor/corporate pipelines to support fundraising efforts
- Steward donors, helping to maintain donor retention
- Support the Development Team during community outreach and special events, including preparation for, event execution, and post-event acknowledgments
- Coordinates and assists with fundraising, community outreach events, and other Development team activities that support the Center’s mission and goals
- Collaborate with the Development team on marketing materials for fundraisers, special events, and awareness campaigns
- Documents within the donor database, including submissions of data entry, tracking donor history, and keeping donor contact information current
- Process and manage donations from multiple sources, including providing donation forms.
- Communicate with donors regarding recurring donations and pledges
- Works with Development Team to maintain consistency in data tracking documents (task lists, budgets, etc.) and filing systems within SharePoint
- Solicit silent auction prizes and in-kind donations for special events and programs
- Assists with pre and post event thank you notes
- Participates in weekend and after-hours events and projects, as needed

#### **Job Tasks: Events (~40% of time)**

- Responsible for conceptualizing event themes, preparing and managing event timelines, coordinating technical aspects, generating media interest and coverage, processing invoices, marketing, managing event staff and volunteers, preparing expenditure reports, and managing risk.
- Utilizes event software to set up events, manage guest lists, facilitate communication, pull data, etc.
- Schedule meetings, assign actions, summarize status, and create presentations outlining progress for all projects.
- Attends event committee meetings and performs administrative tasks, including printing documents, taking meeting minutes, and tracking participation.
- Support goals and strategy for events, exploring creative new methods to engage prospects and customers (social media, etc.).

- Coordinate and manage RFP, including negotiating vendor contracts, selecting venues, developing event themes, cost negotiations, and related travel arrangements, in collaboration with the Finance Department.
- Assists with planning and implementing successful fundraising events, specifically with event logistics involving data tracking, technologies, and organizational systems
- Conduct debriefs following every event to collect feedback, ideas for improvement, and goals for future events.
- Partner with extended Development team to create pre and post event awareness communications using marketing automation tools, website, etc.
- Collaborate with extended Development team/planning committee to analyze and report on event metrics, including new lead generation and customer engagement.
- Utilizes event software to set up events, manage guest lists, facilitate communication, pull data, etc.
- Work with corporate partners to execute joint events, sponsorships and other co-marketing programs.
- Consistently drive process improvement, streamlining and optimizing the event planning and evaluation process.

**Job Tasks: Other Job Tasks:**

- Participate in monthly staff meetings and other community meetings as assigned
- Participates in weekend and after-hours events and projects, as needed
- Maintains a comprehensive knowledge of the mission, core values, and vision of the organization and the children’s advocacy model
- Perform other duties as assigned

**Physical Requirements:**

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/ stand at a workstation and/or a computer screen for up to 2 hours at a time

**Reasonable Accommodations Statement:** *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

To APPLY, please email a cover letter, three references, and resume to [wccacinfo@wilcocactx.org](mailto:wccacinfo@wilcocactx.org) with the subject line “Development & Event Coordinator – Applicant”.