

Job Title: Event & Corporate Partner Coordinator
Department: Development
Reports To: Chief Development Officer
FLSA Status: Exempt

Position Summary

If you have exceptional organizational and interpersonal skills, we would love to have you join our team as the Events and Corporate Partner Coordinator. As the lead on Caritas of Austin's premiere fundraiser and the development and management of community partnerships comprising \$1M+ of the annual budget you will get a chance to hone your skills as a creative fundraising professional.

This position plays an integral role within the Development department and will work closely with all Caritas Staff members. This full-time position requires someone who is motivated, has excellent time management skills, strong written and verbal communication, and the ability to manage multiple projects at once.

The Events and Corporate Partner Coordinator will interact with a range of external constituents and stakeholders including event sponsors, external vendors, community supporters, Corporations/ Businesses, the Board of Directors, and various committees. This position must be able to provide excellent donor service and stewardship to all external constituents in a timely and professional manner.

The ideal candidate is someone who is passionate about excellence, expanding their professional fundraising career, finds the production of mission driven events thrilling, is goal and detail oriented, takes initiative on all projects, is a strong communicator, and seeks an opportunity to manage a wide range of fundraising projects within a development department.

Essential Duties & Responsibilities (inclusive but not exhaustive):

Corporate Partnerships

- Serve as primary contact for all corporate donors across various Caritas of Austin events and giving platforms.
- Achieve annual corporate giving goals by building relationships with corporate donors and prospects to strengthen their relationship with Caritas and manage their progression through the moves management cycle.
- Develop an annual Corporate Partners strategy plan to reach budget goals including creating individual strategies for each corporate partner and prospect to cultivate and solicit sponsors.
- Coordinate opportunities for Corporate Partners to support Caritas through cause-related fundraising initiatives, employee engagement, and other efforts.
- Create and implement an annual stewardship plan that provides robust stewardship for corporate members year-round.
- Collaborate with the Employment and Volunteer departments to identify corporations with already established Caritas relationships who could become Corporate Partners.
- Other duties as assigned.

Annual Austin Originals Festival

- Responsible for all event fundraising including retaining past sponsors, identification and solicitation of new sponsors, pledges and invoices, and meeting or exceeding annual revenue goal.
- Manage event details and logistics including, but not limited to, program production, entertainment, audio visuals, registration, catering, decorations, vendor negotiations, and contracts for Caritas of Austin's premiere annual fundraising event.
- Serve as project lead on development of event-related promotional materials, including sponsor packet and invitation, event program, and signage in collaboration with the Communications Team.
- Recruit, manage and steward event leadership.
- Recruit, manage and steward the event committee, create meaningful engagement opportunities for the event committee to contribute and actively recruits new committee members.
- Create and manage annual event budget.
- Actively execute the current stewardship plan for event sponsors, donors and attendees and seek ways to improve donor cultivation and retention.
- Collaborate with the Volunteer Coordinator to recruit volunteers as needed.
- Prepare correspondence, emails, minutes, reports/presentations as needed.
- Maintain fundraising event-related records in Raisers Edge database.
- Manage event software, currently One Cause.

Annual ThunderCloud Subs Turkey Trot – Thanksgiving Day

- Recruit, manage, and steward over 400+ volunteers for the Annual ThunderCloud Subs Turkey Trot during the week leading up to the event and on Thanksgiving Day.
- Responsible for securing event sponsorships in the amount of \$100,000
- Leads communications with the ThunderCloud and event logistics team.
- Responsible for internal communications regarding the event and volunteer opportunities.

Grand Openings and Ground Breakings

- Plans and facilitates grand openings for affordable housing communities, including invitations, rentals, staffing, audio/visual needs, and more.

Qualifications:

Education

- Required: Bachelor's degree - preferably in Non-Profit Management, Business, Marketing, Communications, Social Work, or related field.

Experience

- Required: Minimum two years' experience working in the non-profit field or in sales.

Knowledge, Skills, and Abilities

- Ability to solicit monetary donations.
- Ability to manage multiple tasks and priorities simultaneously in a fast-paced environment.
- Ability to strategically prioritize projects and responsibilities.
- Collaborates well with internal and external stakeholders.
- Excellent organizational/project management skills with a particular focus on managing details and meeting deadlines.
- Demonstrates initiative and follow through on assignments, self-motivated and goal oriented.
- Professional written and verbal communication skills, outstanding customer service skills.
- Ability to work independently on projects with minimal supervision.
- Very strong attention to detail.
- Strong interpersonal skills and confidence speaking with diverse populations and representing agency in the community.
- Ability to maintain confidentiality of all internal donor and client information.
- Ability to creatively solve problems.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes, and languages.
- Passion for Caritas of Austin's mission.

Work Environment & Schedule

- This is a full-time in-person position with a standard 40-hour workweek located at Caritas of Austin Headquarters – 611 Neches Street, Austin TX 78701
- Occasional evening and/or weekend hours may be required to support Development Department special events and other activities outside of normal business hours.
- This role requires flexibility to work occasional evenings, weekends, and holidays in support of agency events. All development staff are expected to participate in event activities as part of the organization's team commitment.
- The annual ThunderCloud Subs Turkey Trot, held on Thanksgiving Day, is a key agency event. Staff in this role are expected to support this event as part of their responsibilities.

Salary/Benefits:

- **Base Salary Range:** \$65,000 - \$70,000
- **Health Benefits:** Medical, dental, vision, life, and disability insurance, including one medical plan fully paid by Caritas of Austin for employee-only coverage, with additional plan options available.
- **Time Off:** 20 days of PTO in year one (increasing with tenure) and 14 paid holidays.
- **Retirement:** 403(b) retirement plan with employer match.
- **Additional Perks:** Mileage reimbursement, monthly phone stipend, discounted memberships (e.g., LegalShield), and parking for employees working from the downtown location (if applicable).
- **Student Loan Forgiveness:** Caritas of Austin is a qualifying employer under the Public Service Loan Forgiveness (PSLF) program. Learn more: <https://studentaid.gov/pslf/>

Application Requirement

Incomplete applications will not be reviewed or considered. To be considered for this position, applicants must submit **all** of the following:

- A **detailed resume** outlining relevant experience
- A **cover letter** tailored to the position
- A list of **professional references**
- A **fully completed application**

Applications missing any of these components will be considered **incomplete** and will not move forward in the review process.

Caritas of Austin is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.