



Open Door Preschools is seeking a stellar human being to join our Development Team in the role of Event and Development Manager. For 49 years, Open Door Preschools has provided affordable, inclusive, high quality early childcare and education to young children of all backgrounds and abilities. Open Door raises dollars to support its mission-critical, wrap-around service programs.

The Event and Development Manager is responsible for planning, organizing and executing Open Door's signature fundraising event, Play It Forward, and supporting cultivation activities and relationships with current and new individual donors. The Development Manager will work closely with the Development Director, other school staff, volunteers, and donors to further the mission of Open-Door Preschools. The ideal candidate is professional, warm, confident, flexible, good-humored, highly organized, detail-oriented and has excellent communication skills.

Key Responsibilities:

Event Planning:

- Develop and implement timelines for fundraising events considering logistics, budgets, and capacity
- Select and secure suitable venues, catering, and other event-related services.
- Coordinate with internal stakeholders to understand fundraising goals and objectives for each event.

Budget Management:

- Create and manage event budgets, ensuring cost-effectiveness and adherence to financial constraints.
- Negotiate contracts with vendors to secure favorable terms and pricing.

Marketing and Promotion:

- Collaborate with the team to develop promotional strategies for each event.
- Create marketing materials, including invitations, posters, and online promotions.
- Manage social media efforts to maximize event visibility and attendance.

Sponsorship and Partnerships:

- Secure sponsors, partners and in-kind donors for events to increase financial support.
- Maintain sponsors, acknowledging their contributions appropriately

Volunteer Management:

- Recruit, train, and manage volunteers to support various event tasks.
- Assign roles and responsibilities to volunteers and provide necessary guidance.
- Organize volunteer appreciation events.

Fundraising Strategies:

- Collaborate with the Development team to integrate effective fundraising strategies into each event and solicitation.
- Implement innovative ideas to increase revenue generation through fundraising.

Donor Identification and Cultivation:

- Build relationships with existing and new donors to promote Open Door's mission and meet fundraising needs.
- Engage in outreach to foster donor connections and develop new donor relationships.

Documentation and Reporting:

- Maintain accurate records of event expenses, income, and other relevant data.
- Provide regular reports on event performance to organizational leadership.
- Assist in managing the donor database including maintaining accurate records, creating donor reports and identifying giving trends.

Qualifications:

- Bachelor's degree with at least 2 years of Development experience
- Familiarity with best practice fundraising strategies and techniques
- Proven experience in planning and executing successful fundraising events from inception to completion
- Creativity and innovation in event planning and marketing
- Experience with donor data management systems and online graphic design tools
- Ability to work independently
- Strong organizational and project management skills
- Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in dynamic environment
- Excellent written, oral and interpersonal skills
- Superior relationship building skills with colleagues, donors, vendors and other stakeholders
- An appreciation for young children and the values of diversity and inclusion
- Successful completion of a background check

Location, Salary and Benefits:

Austin/Hybrid

Fulltime

Salary range is \$58,000 to \$65,000 depending on experience. Open Door Preschools offers competitive benefits, including:

- Generous paid sick/vacation days and paid holidays

- Employer-offered insurance (medical, dental, vision)
- Life+Disability insurance (fully paid by employer)

How to Apply:

- Email a cover letter and resume to krista@opendoorpreschool.org with "Event and Development Manager" in the subject line.