



Position: Special Events & Stewardship Manager

Department: Development

Reports to: Development Director

Status: Regular, minimum 40 hours per week

FLSA: Exempt

Date Established: 1/1/03

Last updated: 7/15/2020

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

El Centro de la Raza is hiring a **Special Events & Stewardship Manager** to work under the supervision of the Development Director to help plan, administer, supervise and coordinate fundraising events, corporate giving, and funder and donor stewardship.

The **Special Events & Stewardship Manager** is responsible for implementing fund development strategies, fundraising events (both virtual and in-person), a corporate giving program and stewarding funders and donors in coordination with the Executive Director and Development Director. Fundraising events may include an annual auction gala, cooking classes, house parties, stewardship events, benefit concerts/events, and donor appreciation events. This position is in charge of our corporate giving program and all donor/funder stewardship activities as well as other activities in support of raising funds for El Centro de la Raza. This position is part of the Development Team and supervises work-studies, interns and volunteers.

Primary Responsibilities:

- All work is carried out in a collective, collaborative manner in coordination with the Executive Director and Development Director
- Create, coordinate and track a Special Events Plan including auction item procurement
- Plan, coordinate and execute the annual Building the Beloved Community Auction & Awards Gala each fall – this year's event will be held virtually on October 10th and will include coordinating a series of videos, peer-to-peer giving, an online auction, a live virtual event and more
- Create, coordinate and track a Corporate Giving Plan

- Create, coordinate and manage the Stewardship Plan Manages for all funders and donors
- Develops procedures and improves processes for the gala including goal setting, planning, coordination, evaluation and implementation
- Coordinates all gala event services including venue, catering, audio/video, etc.
- Researches and solicits potential sponsors, table ambassadors and event donors
- Strategizes and coordinates auction item procurement and donations including managing a Procurement Committee
- Identifies, cultivates and coordinates the solicitation of corporate and corporate foundation funding
- Coordinates all gala aspects including table ambassadors, attendees, registration and seating, auction, etc.
- Coordinates house parties, stewardship and appreciation events, and benefit events
- Coordinates Cooking Classes including marketing, outreach, sales, classes, instructor recruitment and orientation, staffs evening/weekend classes, etc.
- Coordinates marketing, outreach and publicity for fundraisers
- Plans and tracks budget, costs, and revenue for fundraisers
- Organizes meetings, tasks and follow-up with relevant staff, vendors and committees
- Tracks event, corporate and stewardship data in Greater Giving and Salesforce databases
- Reconciles revenue and expenses monthly with Fiscal Office
- Provides reports and weekly updates and monthly Board reports
- Develops event, corporate and stewardship related volunteer strategies while working collaboratively with the Development Team
- Supports all fundraising and fund development activities
- Supervises fund development work-studies, interns and volunteers
- Organizes desktop procedures and materials for position
- Assists with the Annual Christmas Tree Sale as needed
- Supports cultural events as needed
- Attends all event planning, staff, charlas and Development Team meetings
- Performs other duties and responsibilities as assigned by the Development Director

General Responsibilities:

- Collaborate with El Centro de la Raza's Development Team, Leadership Team and employees to achieve the mission, vision and fundraising goals of the organization.
- Perform the role in a way that reflects the values and principles of El Centro de la Raza.
- Demonstrate teamwork and open communication.
- Demonstrate organizational skills and a have detail-oriented approach.
- Handle highly confidential materials and maintain confidences.
- Understand overall agency operations.
- Follow organizational policies and procedures.

Competencies:

- Professional competence
- Accountability
- Forward thinking and innovation

- Collaborative mindset
- Understands/can communicate organization's mission
- Practices cultural sensitivity/anti-racism
- Vision and purpose
- Positivity and resilience
- Outwardly oriented
- Initiative/Results-driven

Qualifications:

- At least five years of non-profit experience or transferable fundraising and event experience
- Passion for the mission and vision of El Centro de la Raza
- Strong oral and written communication skills
- Experience or interest in the field
- Ability to maintain confidentiality
- Ability to develop systems
- Bachelor's degree
- Spanish language skills not required but are a plus
- Proficient in Microsoft Office and Outlook
- Experience with Salesforce and Greater Giving is a plus

Schedule: This is a full-time, exempt position at a minimum of 40 hours/week. The **Special Events & Stewardship Manager** is expected to set a regular schedule during regular hours of operation. Frequent evening and weekend work required.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The employee may be required to perform duties outside of their normal responsibilities from time to time, as needed. Upon consideration of employment, we will run a criminal background check. Depending on the offense, the results of the criminal background check will not prevent an offer of employment.

This position requires a 6-month evaluation period.

For further details about El Centro de la Raza's mission, vision, and work, please visit www.elcentrodelaraza.org.

How to Apply:

- All applications must include:
 - Resume
 - Cover letter
- Applications will be received by email or in person. Email applications to sarmstrong@elcentrodelaraza.org or drop of applications to:

Shannon Armstrong, Room 306
2524 16th Ave S
Seattle, WA 98144