



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

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**Position Title:** SPECIAL EVENTS & STEWARDSHIP MANAGER

**FLSA Status:** FULL TIME, EXEMPT

**Department:** DEVELOPMENT

**Reports to:** DEVELOPMENT DIRECTOR

**Pay Range:** \$60,000-\$65,000

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### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

The Special Events & Stewardship Manager's is a fundraising position responsible for planning, administering, supervising and coordinating funder and donor stewardship, corporate giving, and fundraising events (both virtual and in-person) including our annual auction gala, cooking classes, house parties, benefit events, donor appreciation events and more. This position is part of the Development Team and supervises fund development work-studies, interns and volunteers. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6-month evaluation period.

### ESSENTIAL QUALIFICATIONS:

- At least five years of work experience required
- 3-5 years of transferrable event fundraising experience required
- Bachelor's degree required
- Strong oral and written communication skills
- Demonstrates professionalism, positivity, accountability, teamwork and open communication
- Strong organizational skills and detail-oriented
- Passion for the mission, vision, values, and principles of El Centro de la Raza
- Practices cultural sensitivity and anti-racism

### ESSENTIAL FUNCTIONS:

- Create, coordinate and track a Special Events Plan including budgets
- Plan, coordinate and execute the annual Building the Beloved Community Auction & Awards Gala each fall (may include virtual event) including coordinating sponsors, giving, attendees, an online auction, communications, videos, registration, auction item procurement and more
- Coordinates all gala event services including venue, catering, audio/video, etc.
- Manage a Corporate Giving and Donor portfolios related to special events and manage Engagement and Stewardship Plans
- Track all donor, gift, engagement and stewardship data in Greater Giving and Salesforce databases

- Reconcile revenue and expenses monthly with Fiscal Office
- Research and solicit potential sponsors, table ambassadors and event donors
- Write and submit all sponsorship related applications, proposals and grants
- Strategize and coordinate auction item procurement and donations including managing a Procurement Committee
- Coordinate house parties and stewardship, appreciation and benefit events
- Coordinate Cooking Classes including marketing, outreach, sales, classes, instructor recruitment and orientation, staffs evening/weekend classes, etc.
- Coordinate event promotion, social media, marketing, communications, outreach and publicity
- Provide reports, weekly updates and monthly Board reports
- Supervise fund development work-studies, interns and volunteers
- Attend all team and organization meetings, events and activities as assigned
- Collaborate with all employees to achieve the mission and fundraising goals of the organization
- Perform other duties and responsibilities as assigned by the Development Director

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Computer proficiency, including Microsoft Office 365
- Experience with Greater Giving, Salesforce, Adobe Creative Suite, or similar software is a plus.

#### **WORKING CONDITIONS:**

Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days. May require some local travel. This work is temporarily remote but classified as hybrid when our offices re-open. El Centro de la Raza reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

#### **PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 40 lbs. and move large boxes of donations, furniture, etc. as needed

#### **BENEFITS FOR FULL-TIME/PART-TIME STAFF:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life Insurance provided at no cost to employee; option to buy additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment.
- 10 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- Vacation accrued by pay period; start accruing upon hire; eligible to take after passing 6 months evaluation period.
- 8 paid holidays + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees. Our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.



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**EQUAL EMPLOYMENT OPPORTUNITY AND**

**ACCOMMODATION STATEMENT:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type 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.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

**Covid-19 Vaccination Requirement:**

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

**El Centro de la Raza offers the following benefits to full-time staff:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**

CC: HR, personnel file

Community Action Agency • United Way Agency • Affiliate of UnidosU  
2524 16<sup>th</sup> Ave South Seattle, WA 98144 • P: (206) 957-4605 • F: (206) 329-0786  
www.elcentrodelaraza.org • 501c(3) Nonprofit Tax ID: 91-0899927

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