

## **CHILDREN AT RISK (Houston)**

### **Director of Special Events**

A critical member of a dynamic, statewide development team, the Director of Special Events will plan and execute three major special fundraising events in Houston including our annual Big Brunch, Golf Classic, and Accolades Luncheon. This leader will also manage the partnership with a third-party business to execute a gala (Una Notte in Italia) and lead the logistics and coordination for our annual North Texas event. The Director of Special Events will reside in Houston and work directly with the Director of Development, the Regional Director in North Texas and the Chief Development Officer to manage these key signature fundraising events.

#### **Key responsibilities include:**

##### **Fundraising, Volunteer and Event Management**

- Prepare budgets, projections, assessments, and track revenue and expenditure for special events. Meet or exceed all budgeted revenue goals while adhering to and minimizing budgeted expenses. Identify, quantify and report cost avoidance/saving measures.
- Direct the identification, recruitment and relationship management of chairs, host committee members, and event volunteers to meet fundraising goals.
- Identify, cultivate, solicit and steward corporate and individual sponsors to meet fundraising goals and attendance targets.
- Provide documents to Finance Department for reconciliation and payment of event expenses, and for collection of revenues/receivables for special events.
- Manage production elements of events. Serve as onsite production manager; direct staff; and manage vendors.
- Track event data and produce quantitative and qualitative post-event analyses. Use data to determine event successes, best practices, and return on investment including revenue, expenses, and attendance, and make suggestions for improvement.
- Supervise staff, volunteers and contractors assigned to manage event logistics including room setups, food and beverage, speaker arrangements, develop RFPs and evaluate submissions and recommends vendors.
- Ensure all gifts are processed and provided with acknowledgement letter in a timely manner.
- Manage post-event communications to event attendees for effective follow-up.
- Research and evaluate industry trends by keeping informed about new developments in the field, attending professional seminars, reading industry publications, etc.

##### **Event Planning/Logistics**

- Manage event operations and logistics, including site visits, food and beverage requirements, webpage updates, marketing collateral and signage development and production, vendor negotiations, contracting, budgeting, registration, program implementation, onsite management, and post-event evaluation.
- Develop event timelines, and schedule and implement activities related to assigned projects.
- Conduct site evaluations and submit preliminary plans and recommendations for upcoming events.
- Develop event day run of show and task checklists to ensure timely implementation of all event logistical details.
- Develop and implement risk mitigation and safety strategies and identify contingency plans for events while leading teams in preparation, execution, and evaluation of crisis response as needed.
- Proactively source, create, organize, edit, proofread and/or manage content for collateral material, websites, e-blasts, social media, and other communications, as required.

## **Preferred Qualifications**

### **Status:**

- Full time, Permanent
- This position is full-time in-person and is located in the Houston area. Employees may be expected to both work from home/remotely and in the office. Flexible work and remote schedule are negotiable.
- Some travel and/or work on weekends/after business hours may be required.
- Compensation: The position has a salary range of \$50,000-75,000 annually, dependent on the level of relevant experience. The target start date is January 2022. CHILDREN AT RISK offers a competitive benefit package, including health insurance, dental insurance, retirement contributions, and vacation and holidays.

CHILDREN AT RISK is a research and advocacy nonprofit dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in strengthening public education, increasing access to and use of federally funded meal programs, work in early education, immigration and ending child trafficking. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children.

**Interested candidates should submit a letter of application, resume, and a list of three references via e-mail to Paul Dewey at [pdewey@childrenatrisk.org](mailto:pdewey@childrenatrisk.org).** Please include the words "Director of Special Events" in the subject line. The application deadline is rolling with applications being reviewed upon receipt. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve. CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.