



Associate, Advancement - Special Events & Annual Giving | Advancement Team

Job Description (Updated 09-2022)

About Good Reason Houston

Good Reason Houston works to reshape the Houston education landscape by inspiring hope, possibility, and action. We believe that all Houston students deserve an excellent and equitable education, and we work to elevate school performance to achieve our mission of growing the number of students learning in great public schools.

Good Reason Houston's work focuses on two key levers: Rally Houstonians for Change and Grow & Sustain Great Schools. Both of these strategies serve to realize our vision of every child in every neighborhood having access to a world-class public school and thriving in the Houston of tomorrow.

About the Role

Good Reason Houston's Associate, Advancement - Special Events & Annual Giving will be responsible for the coordination and execution of special events, annual fund, and individual giving portfolio support. This position will play a key role in growing the philanthropic revenue from annual fund donors, managing the individual giving portfolio, and assisting in the planning and execution of special events at the organization, including a large annual fundraising event. The Associate, Advancement - Special Events and Annual Giving will collaborate across departments in the organization to craft proposals, execute donor engagement activities and prepare stewardship reports. This role reports to the Director of Advancement - Individual Giving.

The ideal candidate will be self-motivated, organized, extremely detail-oriented, and willing to execute critical functions of Advancement Team operations. This person must have excellent writing and communications skills, an entrepreneurial mindset, and alignment with our mission and organizational beliefs.

Primary Responsibilities

Event Planning & Execution (40%)

- Lead special event coordination and execution - including coordinating completion of collateral material, event vision & logistics, guest lists, RSVP tracking, cross-functional coordination, and event follow up communication as necessary
- Develop and meet event revenue goals for existing and new events, track budget and expenses for events
- Maintain and track donor pledges and payments related to special events
- Coordinate and manage vendors as necessary for special events
- Work with Finance team to maintain and execute vendor contracts
- Work with Communications team to prepare and update collateral material for events
- Solicit event sponsors, including in-kind sponsorships.

Annual Giving (40%)

- Coordinate plans and collateral for organization’s annual appeals, implement according to plans
- Cultivate and solicit gifts from key individuals with giving capacity of up to \$5,000 annually
- Oversee special stewardship projects such as: follow up letters after VIP events, holiday card mailings, invitations to special events, personal calls to donors, etc.
- Work closely with Communications team to produce and update Advancement documents and materials, and create external content and collateral for appeals, reports and newsletters.
- Draft and/or edit communications coming from the Advancement team for internal and external stakeholders

Portfolio Support and General Advancement (20%)

- Support a range of activities to cultivate and steward Good Reason Houston donors and prospects (e.g., conduct initial prospect research, create donor profiles, draft meeting preparation, prepare meeting folders, direct mailings, etc.)
- Research and prep for fundraising meetings with major donors for Chief Executive Officer, Chief External Affairs Officer, and the Director of Advancement
- Ensure data integrity of individuals in donor database, including data entry, gift acknowledgement, reporting, etc.
- Other duties as assigned, as the organization’s fundraising program grows

Our Team

Along with our core beliefs, the traits listed below were generated by the team to capture what it looks like in action when operating at our best.

We **embrace** and **drive change**.

We are **flexible** and **fierce**.

We operate with a **bold bias toward action**.

We **fess up** when we mess up.

We **dare greatly** and **engage humbly**.

We **grow as we go**.

We **turn up the love** when we **turn up the heat**.

We **root for each other**.

Good Reason Houston staff are expected to support this organizational culture by promoting and adhering to these team traits to maintain an open and cohesive work environment & relationships.

Qualifications & Key Attributes

- Bachelor’s degree required
- At least 2 years of experience in fundraising, with an emphasis on supporting and executing events or annual fundraising
- Superior attention to detail and organizational skills
- Ability to prioritize, sequence, and execute projects
- Excellent research, analytical, and problem-solving skills
- Strong written and oral communication skills
- Exceptional personal ownership for meeting goals and track record of follow-through
- Proficiency with MS Excel, Outlook, PowerPoint, and Word required
- Ability to maintain and update databases with a high level of accuracy (Experience using donor database, such as eTapestry, Blackbaud, Salesforce, etc., highly preferred)

- Demonstrated capacity to be flexible and adaptable in changing environment, able to flex to respond to team needs and take on projects when needed
- Passion about the mission, vision, and goals of Good Reason Houston and how this position contributes to the organization's success

Working at Good Reason Houston

Good Reason Houston offers a competitive salary commensurate with experience in a similar position. The starting salary range for this position is \$50,000 - \$60,000K. New hires are offered a salary depending on qualifications, internal equity, and the budgeted amount for the role. Good Reason Houston also has a 401(k) (automatic 3% employer contribution), life, medical, dental and vision insurance packages. Each employee accrues 35 paid time off days per calendar year in addition to the 19 paid holidays per year. Good Reason Houston is an office-based organization, but allows for virtual work on Mondays and Fridays.

Apply at www.GoodReasonHouston.org/Careers