



Job Description

POSITION: Manager of Special Events

REPORTS TO: Director of Development

POSITION TYPE: 12-month

START DATE: Immediate

COMPENSATION: \$60,818 - \$72,981, Home Office grade 5

TO APPLY [CLICK HERE](#)

At YES Prep, work for a mission that impacts the life trajectory of students and their families. YES Prep creates pathways to extraordinary opportunity through best-in-class development, competitive compensation and benefits, and recognition for your impact. Grow as an authentic leader and be part of an equity driven, team-oriented culture.

Our campuses are advancing educational equity. Some quick stats about us:

- 19,500 Students
- 2,100+ Team Members
- 15 Secondary Campuses
- 9 Elementary Campuses
- 92% Students Who Qualify for Free/Reduced-Price Lunch
- 96% Hispanic & African-American Students
- 90% Students Who Are Accepted to a 4-Year University
- 88% First-Generation College Students
- Ranked in the Top 100 High Schools in the Nation, *U.S. News & World Report*

We serve the students of Houston, Texas, the 4th largest city across the United States. There are over 20 public-school districts and other great public charter school options within Houston's city limits serving our increasing population. We are a rapidly growing organization, committed to creating life-changing opportunities for over 23,000 students by 2025.

THE OPPORTUNITY

YES Prep needs a dynamic Manager of Special Events, with a diverse set of experiences to make our mission a reality. As a YES Prep employee, you will achieve jaw-dropping results, create pathways to opportunity for our students, build transformative relationships, and eliminate educational inequities to advance social justice.



To put it simply, you will fundraise with enthusiasm to achieve our ambitious fundraising goals.

THE ROLE

When you join the YES Prep team, some of the exciting work and responsibilities will include:

- Managing and leading the annual YES Prep Oil and Gas Texas Hold 'em Tournament and support a fundraising goal of \$2 million;
- Managing and leading the annual Leading Houston Forward Luncheon and support a fundraising goal of \$800,000;
- Maintaining all aspects of high-quality event management including but not limited to fundraising, budget, event collateral, volunteer leadership, production, logistics, vendor relations, and attendee experience;
- Managing and maintaining a portfolio of at least 100 mid (\$5,000-\$24,999) to major (\$25,000-\$30,000) level annual individual and corporate event donors;
- Creating and maintaining an active prospect list to identify potential event relationships and funding opportunities;
- Collaborating with Donor Communications Manager and the Communications and Marketing team to create compelling event collateral;
- Executing YES Prep's annual staff giving program in support of the Family Relief Fund, which provides emergency funds directly to YES Prep families;
- Providing planning support to donor engagement events as needed;
- Providing donors with timely, relevant, and meaningful communication on the impact of their gift through thank you calls, tours, meetings, and other forms of acknowledgment.
- Utilizing Salesforce by maintaining accurate relationship data of current and prospective event donors with high quality;
- Collaborating with and supporting other members of the Development team toward achieving the overall team goals as needed;
- Additional duties as assigned.

THE PERSON

We seek staff with diverse backgrounds, talents, interests, and ideas. Certain traits consistently shine through for our most successful employees: passion for the mission, drive for results, care for students, and resilience. Other traits needed and desired for this role are:

MUST HAVES

- Bachelor's Degree



- Minimum of three years of professional experience with at least two years of experience in non-profit fundraising
- Superior oral and written communication skills, and the ability to inspire and engage through effective oral and written presentations
- Close attention to detail and high regard for accuracy
- Demonstrated success in managing effective relationships
- Outstanding maturity and presence with executive-level donors
- Excellent interpersonal skills, including an ability to engage with individuals from diverse backgrounds
- Experience facilitating meetings and managing projects
- Team-oriented and agile work style
- Excellent time and project management skills and multi-tasking abilities
- Experience working in databases and knowledge of CRM best practices
- Highly proficient in Microsoft Office suite
- Quick learner of new technologies
- Openness to giving and receiving frequent feedback
- Ability to work urgently in a fast-paced and results-oriented environment
- Creates and maintains positive working relationships on a team and/or in a highly collaborative environment
- A dedication to learn, grow, and develop as a professional

THE MUST HAVE BELIEFS

- Belief in and commitment to the [mission and core values](#) of YES Prep Public Schools
- Desire to disrupt systemic status quos in education
- Willingness to go above and beyond to disrupt said status quos
- Passion to develop resiliency through a relentless pursuit of jaw-dropping results
- Conviction that high expectations + high accountability = high performance and high growth

THE NICE TO HAVES

- Event and Volunteer Management Experience
- Experience working in a development office
- Experience with Salesforce CRM
- Experience with email marketing services (e.g., Mailchimp, Constant Contact)

THE PERKS

- [Compensation](#) – This position is an exempt, salaried position; offers commensurate with experience.



- **Health and Supplemental Insurance** – A \$0 monthly medical option that includes \$600 towards a Health Savings Account, in addition to a variety of supplemental benefits including Dental, Vision, Disability, Life, etc. Employees must work 20+ hours a week to be eligible for a full spectrum of benefits, and 10 hours a week minimum for medical benefits.
- **Retirement Plans** – Participation in Teacher Retirement System of Texas and a 457b Retirement Plan.
- **Paid Time Off** – Employees working 20+ hours a week receive
- **COMPENSATION:** \$60,818 - \$72,981, Home Office grade 515 days of Paid Time Off in addition to the system closures during the [Academic Calendar](#).
- **Paid Leave Programming** – In the event you need to be out due to medical needs (including maternity and paternity leave), YES Prep offers paid leave, paid out at 100%, based on eligibility and tenure.
- **Professional Development** - YES Prep values longevity and performance over time. We invest in developing leaders through high-quality programs, effective coaching, and ongoing professional development.
- **[Award Winning Culture](#)** – The strong cultures of our campuses and Home Office are just one of many reasons we were named [Houston's Best Place To Work](#) in 2018, 2019, and 2021. We won the [2012 Broad Prize for Excellence in Urban Education](#) and were a 2016 finalist as well.

WE ARE DEEPLY COMMITTED TO EQUITY & DIVERSITY

YES Prep strives to recruit a diverse team of leaders. We believe there is a transformative academic and social benefit for students when their teachers and leaders reflect a diversity of backgrounds. Ninety-five percent (95%) of staff members agree that the organization provides a welcoming environment given their background and identity according to our latest system survey.

YES Prep is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood.

TO APPLY [CLICK HERE](#)