



Events and Corporate Relations Officer

Child Advocates of Silicon Valley recruits, trains and supports volunteer Court Appointed Special Advocates (CASAs) to work one-on-one with children in the Santa Clara County dependency system. CASA's become a trusted friend, mentor and consistent adult presence for the child; they ensure that the child's critical emotional and educational needs are met and their voice is heard as they navigate the complexities of the foster care system. Our mission is to provide stability and hope to children who have experienced abuse and neglect by being a powerful voice in their lives. Our vision is that every child has a positive view of the future and the opportunity to become a productive, healthy adult.

Supervisor: Director of Development
Status: Full time, exempt position
Location: Milpitas, California

POSITION OVERVIEW

Under the direction of the Director of Development, the Events and Corporate Relations Officer is responsible for coordinating fundraising events for the agency and building relationships with the business community to sponsor the agency's events. The position focuses on event planning and management, corporate relations and community outreach. The Events and Corporate Relations Officer will play a critical role raising funds for the agency while making a real difference for some of Silicon Valley's most vulnerable children.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Events:

- Manage all major fundraising events for the organization
- Develop budget, track revenue and expenses, locate and book facilities and equipment
- Solicit in-kind donations and sponsorships
- Plan and organize ticket and table sales
- Direct the management of auctions for special events; record keeping to ensure in-kind donation receipts are sent, data entry, item tracking, bid sheets, displays, and auction close-out
- Coordinate logistical components of events including theme, invitations, reservations, guest check-in, arrangement of food, refreshments, entertainment and program
- Work collaboratively with volunteer event committees, staff and board on the planning and implementation of events. Recruit and train additional volunteers and conduct pre-event training.
- Oversee and provide direction on all marketing and public awareness efforts for the events
- Work closely with the development staff to ensure the accuracy of and maintain the events data in our database, including information on cash and in-kind donors, participants and sponsors
- Conduct post event analysis after each event to determine success and improvements needed
- Serve as the liaison with the board of directors on all fundraising events
- Provide support to donor stewardship events by assisting in planning content, developing agendas, acquiring donor appreciation gifts/awards, preparing scripts, securing speakers and entertainment

Corporate and Community Outreach:

- Seek innovative strategies for engaging corporate volunteers
- Collaborate with the CEO, Director of Development and Director of Programs to build a corporate outreach program that results in increased donations and volunteers
- Develop relationships with corporations, community groups, college alumni groups and municipal agencies to obtain support for events and general funding for the organization

Cultivation and Stewardship

- Develop and implement quality relationships to establish a large, committed base of donors and volunteers that support Child Advocates' events
- Participate in community activities that contribute to the acquisition and retention of individual donors and corporate sponsors

Additional Responsibilities:

- Perform other related duties as required and assigned

QUALIFICATIONS**Education:**

A Bachelor's Degree in marketing, communications, sales, business or related field or an equivalent combination of training and experience

Experience:

- Minimum 3 years of experience in fundraising and special event planning
- Demonstrated experience marketing and coordinating events. Knowledge of catering, banquet and event planning best practices
- Strong leadership skills; ability to lead, train, monitor and provide direction to working groups; ability to oversee and advise on work performed by sub-contractors, volunteers, and consultants
- Strong written and verbal interpersonal communication skills to converse diplomatically and effectively with volunteers, donors, board and staff
- Ability to work steadily and calmly in high pressure situations
- Demonstrated ability to build and retain quality relationships with various populations: board, staff, volunteers, business leaders and philanthropists
- Ability to work independently, prioritize work load and revise priorities to meet shifting deadlines
- Work collaboratively with board, staff and volunteers
- Reliable transportation
- Ability to pass FBI, DOJ, DMV, SSN and CACI background checks

Desired Qualifications:

- Experience creating and managing events and event budgets
- Demonstrated experience using computers and relevant software applications, including database management, graphics, spreadsheets, calendaring and word processing. Proficient in web based research and using social media platforms for event marketing and solicitations
- Ability to appropriately represent Child Advocates as a public spokesperson

Accountability:

- Performs tasks under minimal supervision
- Ensures good relationships with a variety of people
- Demonstrates good judgment and discretion
- Demonstrates strong commitment to accuracy and detail
- Meets deadlines as assigned

How to Apply:

Applicants should send a resume, salary requirements and cover letter outlining how they meet the specific requirements of the position to Laura Fulda, Director of Community Development at Laura@cadvocates.org. No phone calls please.

Equal Employment Opportunity and non-Discrimination Statement:

It is the policy of Child Advocates to provide equal employment opportunity for all applicants and employees. Child Advocates does not discriminate on the basis of ancestry, race, color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (including religious dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other basis protected by law (hereinafter referred to as "Protected Characteristic"). Child Advocates also makes reasonable accommodations for disabled veteran employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfers, and social and recreational programs.

This policy includes provision that no employee shall harass any other employee on any of the bases listed above. Harassment includes verbal, physical and visual harassment; solicitation of sexual favors; unwelcome sexual advances; and creating or maintaining an intimidating or hostile work environment. Any employee who violates this

policy is subject to discipline up to and including discharge.

Child Advocates is an Equal Opportunity Employer. We are committed to providing an environment that embraces openness, respect, collaboration and accountability.