

all hands raised



Education, Equity and Excellence
from Cradle to Career

Job Announcement

Title:	Associate Director, Events and Stewardship
Reports to:	Vice President-Strategic Engagement and Communication
Status:	1.0 FTE; full-time, salaried exempt.
Compensation:	Annual Salary Range: \$ 56,500 to \$ 60,500 annually. DOE. Excellent benefits package.
Application Deadline:	Open until filled.

All Hands Raised (AHR): Do you want to work in an environment that puts children and racial educational equity front and center? Join the All Hands Raised team who believes that transforming children to reach their academic potential is the job of the entire community. That is why, with a focus on racial equity in education, we relentlessly and systematically connect our community's diverse assets from cradle-to-career in seven work areas. All Hands Raised is working to improve the lives of the 220,463 young people aged 0-24 in Multnomah County; and, in turn, the economic vitality of the region. Be part of a committed and talented team at All Hands Raised, who has been named by Oregon Business magazine as one of the 100 Best Non-Profits to Work for in Oregon. Learn more at www.allhandsraised.org.

Position Summary: The Associate Director, Events and Stewardship (ADES) reports to the Vice President of Strategic Engagement and Communications (VPSEC). This position is responsible for the coordination and support of All Hands Raised branding and fundraising events including the successful implementation of the All Hands Raised annual signature gala. In this role, the ADES will develop, manage and implement all event activities including event coordination and logistics through successful event implementation. The ADES will be responsible for meeting event goals including successfully managing event budgets, developing and managing event volunteers and securing all event monetary and in-kind sponsorships and effectively being the lead to steward and maintain positive relationships with all event sponsors and donors.

The ADES must have a commitment to consistently strive to meet and/or exceed goals; steadfastly push self and others for results; and maintain attention to detail while delivering results. The ADES is a leader, collaborative team member and a self-starter who thrives in a dynamic fast-paced environment. The person in this role must proactively seek out opportunities to support organizational goals and strengthen the external perception of All Hands Raised.

Responsibilities and Duties:

- Assist in the development and execution of the annual development work plan.
- Support the preparation of the annual event budget and be responsible for monitoring the event budget including expense management and revenue procurement.
- Prepare budgets and periodic progress reports for the VPSEC and event chair(s).
- Develop and successfully implement an annual event sponsorship and stewardship plan to secure event individual donors and sponsorships. Maintain positive relationships with key donors, sponsors, and partners associated with this event.
- Prepare accurate, timely acknowledgments, thank you notes and letters and ensure deliveries of stewardship gifts.
- Lead event logistics for the All Hands Raised signature annual fundraising gala (*Party with a Purpose*) and other key events hosted by AHR, including creation of invitation list and maintaining its accuracy, oversight of event communication timeline, registration tracking and event publicity, sponsorship pledge tracking, Invoicing and payment processing, ensuring sponsor benefits are met to stakeholder's expectations, supporting the Event Committee in their outreach for sponsorship and ensuring a high quality guest and sponsor experience—pre, during and post event.
- Lead the annual Principal for Almost a Day logistics with a focus on positive principal experiences including positive guest/school experience matches and timely communications to all participants and sponsors.
- Other duties as assigned by the supervisor.

Professional Readiness: All Hands Raised understands that there are many ways to determine professional readiness. Our goal is to take a comprehensive look at each job application and assess alignment with the needs of the organization understanding that previous training and experience is a critical factor to consider. The ideal candidate will have the following qualifications, experience and leadership competencies and consideration will be given to candidates who live outside of the Portland metro area.

Knowledge, Skills and Abilities

- Mastery of professional communication, both verbally and in writing.
- Proficiency in Raiser's Edge, Word, and Excel.
- Excellent interpersonal skills and ability to work with a diverse group of partners.
- Demonstrated ability in event management and fundraising.
- Strong project management skills including ability to balance multiple projects, adhere to key project milestones, prioritize tasks effectively, positively motivate others to support event goals and employ problem solving skills to address any project challenges that may occur.
- Demonstrated experience in successful budget management.
- Ability to accurately work with detailed information in paper and electronic format.
- Experience managing volunteers is preferred.

Qualifications/Experience

- Bachelor's degree required or equivalent combination of education and professional experience.
- Five years' experience managing multiple relationships with stakeholders that represent a broad cross-section of the community through a strong ethic of customer service, professionalism, and integrity.
- Three years' experience in project management, event management and success in meeting fundraising goals.
- Demonstrated ability to thrive in a fast-paced, teamwork-oriented environment.

Leadership Competencies

- Commitment to the racial educational equity in education mission of AHR coupled with a passion for public education and compassion for families and children of all cultures, neighborhoods and demographics.
- Must adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors, staff and volunteers.
- Enjoys working in a development and communications work area with high functioning fundraisers; team-focused, must enjoy and be successful at working on teams and able to roll up one's sleeves and make things happen as an individual.
- Comfortable with multi-tasking multiple deadlines and projects and is reliable and dependable in following through on deliverables to others.
- Strong problem-solving skills; a "go-getter" who works flexibly and is focused on fixing problems as they arise.
- Team player with good interpersonal skills who builds productive working relationships with staff based on respect, empathy and good rapport, and has a flexible demeanor and sense of humor under pressure.
- Demonstrate understanding of racial equity through lived or learned experience.

APPLICATION PACKET: HOW TO APPLY

Submit the following application materials to Lisa Dungan Roth, Vice President-Strategic Engagement and Communication via email: eventsjob@allhandsraised.org. The position will be open until filled.

1. A one-page cover letter describing how your qualifications and professional experience aligns with the job description.
2. A resume (not to exceed two pages in length).

All Hands Raised is an equal opportunity employer without regard to race, color, citizenship, religion, national origin, age, gender, gender identity, disability, veteran, current or future military status, sexual orientation, marital stature, AIDS, pregnancy, childbirth or related medical conditions. This position offers a competitive compensation package including health benefits and generous paid time off. A flexible work schedule is possible within regular business hours. For more information about our organization please see www.allhandsraised.org.