

**Position Title:** Annual Fund & Events Manager  
**Department:** Development Office of External Affairs  
**Reports to:** Chief Development Officer

**Position Summary:** Collaborative member of the External Affairs team with a primary focus on the annual fund and event management for Texas Center for Arts + Academics. As a member of the External Affairs Department, this individual leads in mission advancement while achieving planned special events objectives and annual fund goals.

**Essential Job Functions:**

- Be accountable to all key stakeholders, including students and families, donors, volunteers, the general public, staff and faculty, board, et al.
- Event management, including budget management, staff/volunteer facilitation, and logistics for all scheduled events (Gala, Arts + Eats, Receptions, et al.)
- Coordinate and execute the annual fund (Join our Movement, North Texas Giving Day, and other annual campaigns)
- Coordinate with other departments participating in event and campaign activities
- Collaborate with Communications Office to develop event and campaign collaterals
- Constituent database (CRM) management
- Support donor recognition and stewardship
- Others as assigned

**Job Tasks:**

- Develop action plans to implement the organization's events and the annual fund
- Coordinate communications and collaborations for effective events and campaigns
- Oversee all activities leading up to implementation and final reporting
- Cultivate new partners to support event activities and the annual fund
- Recruit volunteers and staff, supporting and facilitating their work
- Provide status reports to relevant stakeholders and senior staff
- Steward donors and events participants

**Essential Job Requirements:**

- Education – Bachelor's degree
- Experience – Minimum of 3 years working in a development/fundraising department required, with event planning experience preferred; demonstrated achievement of financial objectives while maintaining a balanced budget; writing and editing skills; general arts knowledge/experience
- Required Skills – Detail-oriented, volunteer management, ability to work collaboratively with a diverse team, project management, excellent verbal and written communication, MS Office
- Preferred Skills – Database management
- Physical Requirements – Ability to carry 50 lbs., valid driver license

**Position Category:** Exempt, Full-time, Permanent