Title: Director of Annual Giving & Events

Reports to Chief Advancement Officer

Position Overview:
The Director of Annual Giving & Events is responsible for the leadership, management, and execution of Steppingstone’s annual giving program and special events. Reporting to and working directly with the Chief Advancement Officer, the Director of Annual Giving & Events will play a vital role in growing the philanthropic revenue for the organization. In collaboration with the CAO and Director of Leadership Giving and Engagement, responsibilities include meeting or exceeding the annual fund and events-related fundraising goals; acknowledging, stewarding, and growing annual fund contributions; developing and successfully implementing all organization special events; representing the organization to donors, vendors, and the public; producing various fundraising-related collateral; and overseeing the donor database. This position has three direct reports: an Advancement Associate, Events Manager, and a Communications Associate.

They will maintain an in-depth knowledge of The Steppingstone Foundation’s strategic funding priorities as well as Steppistone’s programs.

Start Date: April 2020

Responsibilities:
- Coordinate and manage the annual fall Gala and all special events, including acting as the staff liaison to any committees or hosts.
- In partnership with the Director of Corporate and Foundation Relations, submit and secure corporate sponsorships as related to special events.
- Research and investigate all venues for events, including preparing overall cost analyses for each venue.
- Manage all vendors related to special events, and manage and negotiate contracts with support from the Events Manager.
- Secure event sponsors, including in-kind sponsorships.
- Collaborate with Board member volunteers to plan events and solicit auction items.
- Work with the vendors and internal team members to develop event programming and entertainment as appropriate.
With support from the Events Manager, prepare event collateral materials, plan events, generate guest lists, coordinate leadership and staff, and follow through on event logistics and execution.

Develop and meet event revenue goals for existing and new events and manage event expense budgets utilizing metrics and data.

Work with the Finance team and Advancement Associate to ensure adherence to gift acceptance, gift counting, and gift processing policies and procedures and to fulfill information requests and maintain reporting accuracy.

Other Duties:
- Provide support to other Steppingstone activities and campaigns as needed.
- Support the development
- Provide professional, quality customer service to donors, staff, Scholars, and other community contacts.
- Prepare data for President and Board and share ongoing results as related to metrics for fiscal year.
- Manage transition to Salesforce database and maintain all relevant data in Salesforce database including donor meetings, correspondences, actions, etc.

Required Knowledge and Skills:
- Proven success in identifying and soliciting funds from individuals, corporations, and foundations from a variety of sources and in developing relationships with donors.
- Proven track record of working with high net-worth individuals and C-Suite executives as part of special events.
- A record of measurable results in organizing and implementing such activities as major gifts, annual gifts, direct mail, and special events.
- Exceptional written and verbal communication skills required. Demonstrated ability to write clear and persuasive proposals.
- Excellent time-management skills and a high degree of organization, careful attention to detail, ability to multitask and to prioritize and manage multiple projects and deadlines.
- Demonstrated experience in strategic planning, managing people and budgets, and an ability to work in a hands-on environment.
- Self-motivated and goal-driven; able to work with a high degree of independence as well as part of a team.
- Ability to appropriately handle confidential matters and information.
- Flexibility and willingness to assume new tasks and special projects.
- Proficiency in the use of Microsoft Office software; Word, Excel, PowerPoint.
- Ability to participate in cross-departmental projects, using tact and diplomacy.
- Ability to effectively identify, analyze, and solve problems.
- Demonstrated commitment to educational

**Education and Work Experience:**
- Bachelor’s degree required.
- Minimum 10 years of Development experience including demonstrated success in individual giving and special events fundraising and management.
- Experience with fundraising and data management systems; Salesforce is highly desirable.
- Experience with moves management including, but not limited to, prospect identification, cultivation, solicitation, and stewardship.

**Salary:** $90,000

**To Apply:**
Please email your resume and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at jobs@tsf.org. Applications will be reviewed on a rolling basis. Please include “Director of Annual Giving & Events” in the subject line of your email.

*The Steppingstone Foundation is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, or handicap, as defined by law.*