



The Women's Foundation of Colorado Events Manager

About The Women's Foundation of Colorado

The Women's Foundation of Colorado (WFCO) is a unique statewide community foundation dedicated to creating more pathways to prosperity for Colorado women and their families through the power of our community, philanthropy, and impact. Since 1987, we have catalyzed community to invest in more than 30 research reports to identify the systemic barriers that keep women from earning a livable wage, help pass more than 50 pieces of legislation that have advanced economic opportunities, and fund more than \$18 million in grants to nonprofits that work with women and families in communities across the state.

Position Overview

The Events Manager is a full-time position that reports to the Director of Development. WFCO is looking for someone creative with event experience, who understands the importance of special events in a development plan. This person will work closely with the development team as well as with other departments, external partners, and vendors to plan and execute events from smaller donor gatherings to educational community events to WFCO's signature fundraising event, the Annual Luncheon. Specifically for the Annual Luncheon, the Events Manager will be responsible for prospecting, cultivating, and soliciting introductory sponsorships, and leading the Annual Luncheon Committee.

Essential Duties & Responsibilities

- Plan and execute dynamic, virtual, and in-person donor and stakeholder events throughout the year that engage participants in the mission, vision, and values of WFCO.
- Manage the Annual Luncheon, WFCO's largest fundraising event including: planning and overseeing the execution of event details and logistics, developing, and adhering to the event budget, working with internal and external partners to ensure fundraising goals are met or exceeded, managing day-of volunteers and contributors, and leading the Annual Luncheon Committee.
- Prospect, cultivate, and solicit introductory sponsorships for the Annual Luncheon. Create and execute a year-round stewardship plan for corporate and event partners and serve as the internal contact for secured sponsors, ensuring full value of their sponsorship is realized.
- Work with development team to provide exemplary donor services including communications, advising, and stewardship to cultivate long-lasting and mission-driven relationships with WFCO.
- Maintain relevant donor and prospect records in CRM database.

Additional duties & responsibilities

- Actively participate in regular meetings with development team, all-staff, and other internal and external partners, including meetings and development opportunities related to WFCO's equity and inclusion goals.
- Other duties, as appropriate and assigned.

Knowledge, skills, and abilities

- Commitment and ability to consistently promote, support, work, and act in support of WFCO's mission, vision, and values.
- Commitment to, values, and understands WFCO's equity and inclusion values and goals, and willing to participate in group and individual work to achieve our equity and inclusion goals. Ability to work effectively work on diverse teams and with diverse individuals.
- At least 2 years of relevant event experience.
- Proven project management experience demonstrating proficiency in communicating and adhering to timelines, deliverables, and expectations to internal and external partners.
- Commitment to the highest ethical standards and organizational transparency.
- Collaborative, energetic, highly organized, and able to prioritize and manage multiple goals, projects, and constituencies in a calm and positive manner.

Experience

- At least 2 years of relevant experience in fundraising and special events.
- Experience fundraising, particularly with sponsorships and individual donors.
- Strong computer skills and ability to utilize Microsoft Office (Word, Excel, PowerPoint, Outlook), Zoom, and preferred experience with our CRM database.
- Strong oral and written communication skills and interpersonal skills are essential.
- Proven strong project management and organization skills.
- This role requires collaboration with many internal and external partners but a successful candidate will be comfortable making independent decisions to advance projects and goals.

Working environment

- WFCO utilizes a hybrid working model. All employees are expected work in our offices located on the University of Denver's campus Tuesdays and Wednesdays.
- Evenings, weekends, and statewide travel for community events is sometimes required.
- This role will require setting up events and meetings, which may require moving equipment, furniture, and supplies weighing up to 50 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

Compensation & benefits

- Starting salary range of \$50,000 – \$55,000.
- WFCO offers a comprehensive benefits package including generous paid vacation, paid sick, medical/dental/vision insurance, paid family leave, a retirement plan match and more.

Please direct all inquiries to Jobs@wfco.org. Please submit cover letter and resume to Jobs@wfco.org prior to deadline of January 13, 2023.

It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.