



# INDIVIDUAL GIVING & EVENTS MANAGER

Reports to: Development Director

40 hrs/wk; Exempt

Salary: starting at \$62,000- \$67,000

Desired Start Date: early May 2023

Location: hybrid schedule with at least 3 days in the office

Benefits: Medical, vision, and dental fully covered by Coyote's health insurance plan; 2% company contribution to a SIMPLE IRA account (independent of any employee contribution); 20 days/yr PTO to start plus up to 40 hr/yr rollover; 10 paid holidays each year plus two weeks of company closure; 3 days of paid community service leave; Up to 8 weeks paid Coyote Family and Medical Leave

## POSITION OVERVIEW

Coyote has a 30+ year legacy of providing nurturing opportunities for young people/folx, to discover just what they are capable of. Through skillbuilding and access to unique tools and mediums our youth get the chance to express their creativity! The Individual Giving and Events Manager is responsible for supporting Coyote's annual giving efforts and leading fundraising and stewardship events throughout the year. The funds raised will ensure programs continue to run sustainably allowing young people to continue to thrive and grow, regardless of income.

## QUALIFICATIONS & SKILLS

Our ideal candidate is someone who:

- is a self-starter, with a proactive attitude and enjoys working collaboratively
- has strong event, project management, planning, and coordination skills
- can communicate effectively verbally and in writing to a diverse group of folx
- has demonstrated relationship-building skills to cultivate networks authentically
- can successfully communicate and build relationships that are reciprocally beneficial with internal and external stakeholders and maintain confidentiality.
- values Community-Centric Fundraising principles.

We are looking for someone with the following experience:

- at least 2 years of experience in event planning
- at least 1 year of experience in fundraising, including using a CRM database and email marketing platforms
- at least 2 years experience in roles that have centered communication and relationship building

## JOB RESPONSIBILITIES

*Stewardship, Cultivation, & Campaigns (50%)*

- Collaborate with the Development Director (DD) and Communications Manager (CM) to design and implement targeted individual giving campaigns
- Manage and grow the individual giving program, including the monthly giving • Work with DD and CM to produce fundraising communications, including the annual report, online and social media appeals, e-blasts, and direct mail campaigns, and take lead on 4-5 mailings per year
- Collaborate with DD and CM to develop and implement strategies for year-round donor cultivation and stewardship
- Spearhead stewardship of mid-level donors, including through special events, in-person meetings, phone calls, emails, and letters
- Take lead on setting up and maintaining Kindful, including donation forms, events, and peer-to-peer pages
- Use the CRM database to track activities and pull reports, maintain accurate and complete development and donor data, and track progress on individual giving goals • Manage volunteers to help with distribution and mailing for print campaigns • Act as the point of contact for donor questions

#### *Fundraising Event Planning (40%)*

- Work with DD to develop special events strategy, including execution/production of approximately 10 events each year with the help of other Coyote staff, Board members, and volunteers
- Serve as primary contact in engaging members of the Board in the planning, preparation, guest outreach, and hosting of all fundraising events
- Plan and lead income-generating strategies for fundraising events, including sponsorship and underwriting solicitation, peer-to-peer solicitations, ticket sale strategies, and other event-related in-kind donations
- Ensure that all Coyote fundraising events have an element of youth involvement and/ or art in its program, in coordination with the Program Managers and Engagement Managers
- Manage all elements of event communication, including invites/tickets and RSVPs, guest questions, event volunteer management, thank you's
- Work with Finance & Administration Director to coordinate event logistics, such as venues, catering, and rentals
- Utilizing supplier diversity to reflect Coyote's goals of investing in historically under resourced communities
- Track all event communications in donor database
- Work with the Board's Development Committee to support inclusive Board-led events that represent our city's demographics internally and externally

#### *Gift Processing & Acknowledgements (10%)*

- Process all donations using the Bloomerang donor database
- Maintain automated receipts, including mailing receipts when necessary • Coordinate the gift acknowledgment process, including preparing and sending thank you cards as necessary
- Support Development Director in reporting on existing grants and formatting new applications

#### **HOW TO APPLY**

Please complete our [online application](#) (includes a spot to upload your resume) by March 31.

## **ABOUT COYOTE CENTRAL**

**MISSION:** Coyote sparks creativity in young people, putting tools in their hands to build skills and forge their futures.

**VISION:** An equitable world powered by curiosity, creativity, and collaboration.

## **VALUES**

**YOUTH IN THE DRIVER'S SEAT:** The heart of what we do. We count on self-reliance to fuel curiosity and creativity.

**FEARLESS EXPLORATION:** We trust the process of taking creative risks. There is no one path and no one right answer.

**REALIZING POTENTIAL:** We rely on challenges and high stakes to encourage surprising outcomes and self-discovery.

**EXPERTS AND BEGINNERS SIDE BY SIDE:** We thrive in collaborative spaces where everyone is an equal partner in learning.

**MAGNETIC CONNECTIONS:** Our collective success is built on listening, powerful relationships, and igniting one another's strengths.

**HAVING FUN:** Creativity is contagious. Spread the joy.

## **COMMITMENT TO EQUITY**

Coyote strives to lead with equity in everything we do. We acknowledge that our communities have been adversely affected by longstanding white supremacy and privilege, creating barriers in access to creative opportunities for low-income communities, immigrant and refugee communities, and communities of color. We aim to dismantle these barriers by engaging diverse voices in our decision-making processes and continually pursuing new knowledge about equity. We approach our equity work with respect, humility, and accountability, and with an organization-wide commitment to doing better.

***Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.***

*Coyote is proud to be an equal opportunity employer. All qualified candidates will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, age, disability, honorably discharged veteran or military status, or any other protected class.*

