

Development Events Coordinator



WHO WE ARE

Capital Partners for Education (CPE) has provided one-to-one mentoring and college and career success programming to low-income, first-generation to college students since 1993. CPE's mentoring program supports DC students who fall within the academic middle of their peers to provide the skills and experiences they need to successfully complete college and to excel in the workforce. CPE's student body has tripled in size over the last five years; the organization currently supports more than 460 students who are enrolled in 17 Washington, D.C.-area high schools and more than 80 colleges and universities across the country. Through one-to-one mentoring and guidance from CPE staff, 61% of CPE students graduate college at twice the rate of their similarly-situated peers.

POSITION DESCRIPTION

The Development Events Coordinator plays a critical role in managing the execution of CPE's annual spring fundraising event, in addition to small-mid size stewardship events and programmatic events throughout the year. This role will lead the planning of creative and engaging events, manage all event logistics, and assist Host Committee members and other event volunteers with marketing and outreach. In addition to event-related responsibilities, the Development Events Coordinator will provide administrative support to the development and operations teams. This position reports to the Development Manager and has weekly check-ins with the Development Director to update them on progress with the annual event.

Responsibilities include:

Event Planning, Management, and Execution (70%)

- Collaborate with the development team and senior leadership to plan CPE's 2020 spring fundraising gala
- Scout venues, determine vendors including catering, AV, printers, etc., collaborate with communications team to create and order event collateral, decorations, etc., manage all event planning meetings (creating agenda and tracking tasks), and keep a detailed record of event commitments, table assignments, and guest contact information
- Work with the programs team to plan and manage logistics for major program events such as the annual holiday party, match day, and end of year picnic
- Create a community events calendar and seek out opportunities to increase CPE's visibility in the DC community
- Plan and organize happy hours and other stewardship events for alumni in coordination with the Development Manager
- Manage staff, board, and development team retreats



Stewardship (20%)

- Organize thank you notes and gifts for event co-chairs, host committee members, other event volunteers, sponsors, staff, board members, etc.
- Order holiday gifts for board members
- Send monthly stewardship communications to anniversary donors and first-time donors
- Update and send stewardship “swag” to donors during specific times throughout the year, such as the end of the fiscal year

Administrative Support (10%)

- Execute administrative tasks in order to support the development team: organizing, data entry, tracking team budget, mass mailings, compilation of external materials, ordering supplies, etc.
- Support catering orders, plan and organize office and employee events: birthday celebrations, holiday parties, etc.

REQUIRED QUALIFICATIONS

- Bachelor’s degree
- At least two years of experience in event management, preferably fundraising events
- Dedication to CPE’s mission of helping low-income and first-generation college students obtain a college degree
- A demonstrated ability to meet deadlines and manage multiple projects/competing priorities
- Excellent written, analytical, research, problem solving and organizational skills
- Proficiency with CRM systems, knowledge of Salesforce is a plus
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Ability to work independently and as part of a team

HOW YOU WILL BE COMPENSATED

Your salary will be commensurate with your experience and abilities. CPE provides a comprehensive benefits package which includes:

- Medical, dental, and vision insurance
- 403(b) retirement plan with employer matching available
- Life and disability insurance with premiums fully funded by CPE
- Paid time off, including vacation, official holidays, and office closure at year-end
- Fully paid membership at local gym
- Flexible spending account

HOW TO APPLY

Please send your **cover letter** and **resume** to chioma@cpfe.org with “Development Events Coordinator” in the subject line. In your cover letter, please include salary requirements. Thank you for considering this opportunity with CPE.