



POSITION ANNOUNCEMENT: CORPORATE RELATIONS & EVENTS MANAGER

Job Title: Corporate Relations & Events Manager
Reports to: Director of Individual Giving
Team: Development Team
Status: Full-time, exempt

Organization Background

From 1980 when we made our first two grants of \$500 each to 2017, when our total annual grantmaking exceeded \$2.5 million, Horizons Foundation has fueled and helped to shape the history of the LGBTQ community in the Bay Area and beyond. Over 37 years, we have supported hundreds of nonprofits and provided early and consistent support to the most marginalized and underserved sectors of our community. All the while, the Foundation has remained true to its core commitment: to be a community philanthropic institution that is of, by, and for the LGBTQ community, both today and for future generations.

This is a pivotal moment for Horizons Foundation. We have been through a period of substantial programmatic and institutional growth. In addition to growth in grantmaking, the foundation has grown its Donor-Advised Funds program to more than 125 funds totaling more than \$14.5 million and total assets exceed \$30 million. We also recently exceeded our most ambitious goal ever by raising \$3.75 million for our Now and Forever Campaign. This success enables us to make key strategic investments in infrastructure and staffing to help ensure that by 2020 we will reach another goal – to secure at least \$100 million in future legacy commitments that will safeguard the strength and health of the LGBTQ community for generations to come.

Position Summary

The Corporate Relations & Events Manager (CREM) has full charge of creating and implementing Horizons' events and corporate partnership programs. Working in close coordination with the VP of Development and the Director of Individual Giving, the CREM will have significant and direct responsibility for key revenue generating activities and outcomes. The CREM serves as a critical face of the foundation with external constituencies, including individual donors, corporate sponsors, committee members, volunteers, and vendors. Self-motivation, innovation, extroversion, detail-orientation, the ability to successfully handle multiple projects, and sound judgment are essential in this position.

Key Areas of Focus

- Successfully oversee and execute donor and community events from inception to completion, including but not limited to the annual gala, women's golf tournament, PAC series, Q-Series, Leadership-Legacy events, house parties, and other events.
- Conceptualize, plan, and execute an annual event strategy designed to diversify revenue streams by attracting new sources of support, cultivating new supporters, stewarding and renewing existing donors and increasing visibility for the foundation's mission.
- Work closely with Development staff to create and implement fundraising, engagement and cultivation strategies to strengthen corporate partnerships and increase revenue for events
- Produce effective, engaging events that further the organization's mission, expand outreach, and advance our fundraising goals

- Coordinate all event logistics including venue, catering, publicity, speakers, staffing, vendors, program content, day of event (set up / program flow / breakdown)
- Work with the VP of Development and the Director of Individual Giving to set corporate partnership and event revenue goals, solicitation strategies, timelines and post-event evaluation and analysis. Ensure all goals, strategies, timelines and analysis are met, adhered to and completed.
- Recruit and coordinate relevant event committees and volunteers to achieve goals; support event chair(s) in identifying and soliciting potential sponsors by developing strategic communications, producing solicitation letters, coordinating donor follow-up, and ensuring accurate donor lists
- Work with communications staff in the production of high quality event communications and promotional materials and ensure that events receive maximum visibility
- Assist with preparation and oversight of event budgets to ensure that financial goals are met
- Solicit, track, and manage in-kind and auction items for events, including food and wine donations
- Ensure timely, effective and professional communication (verbal and written) with donors and potential supporters

Other duties

- Represent Horizons with community groups as needed
- Attend events, staff meetings, board/development committee meetings, and other organizational meetings and events
- Ensure maintenance of accurate and complete records related to events and corporate partners
- Other development and communications duties as assigned

OUR IDEAL CANDIDATE WILL BE:

- **Passionate** about Horizons Foundation's mission with a demonstrated commitment to social justice and familiarity with the social and legal issues impacting the LGBT community;
- **A skilled project manager** with a record of significant measurable results in organizing and implementing successful revenue-generating events
- **An engaging communicator** with excellent written and verbal skills, and the ability to reach out to and engage new audiences;
- **A team builder and inspiring leader:** able to work effectively in a diverse workplace; motivate and train volunteers; nurture staff growth, and promote high performance and accountability;
- **Resourceful and innovative:** bringing an optimistic, can-do, hands-on approach to achieving the most possible with the resources available and responding flexibly as opportunities and events arise.

The above statements are intended to describe the general nature of work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Desired Qualifications

- Minimum three years verifiable work history in full-charge events management
- Demonstrated experience in building and managing successful corporate sponsorship programs
- High degree of proficiency in Microsoft Office suite of programs
- Working knowledge of/with CRM databases, Salesforce preferred

- Ability to speak and write persuasively and professionally
- Superb attention to detail and commitment to highest quality outcomes
- Demonstrated ability to work independently and collaboratively
- Creativity, outgoing personality, and ability to work well with many types of individuals
- Solid teamwork skills and ability to work successfully in a demanding nonprofit environment
- Commitment to the LGBTQ community

PHYSICAL REQUIREMENTS

The physical demands of this position are light with the expectation that the staff person can exert up to 20lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with the ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION AND HOURS

This is a full-time salaried position. Your schedule may vary based on need and could extend at times into the early evening, with some occasional weekend hours. Competitive salary commensurate with experience, plus a generous benefits package that includes full health, vision and dental coverage, vacation, sick leave, a 403(b) plan retirement plan and the pride of working at a critical community institution.

EQUAL OPPORTUNITY

Horizons Foundation is an equal opportunity employer that supports diversity in our staffing. We comply with applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds. We recruit and hire without regard to race, religion, gender, gender identity, sexual orientation, disability, marital status, or age.

APPLICATION PROCESS

Applications will be accepted until the ideal candidate is identified. **Early submissions are encouraged** and will be reviewed as they are submitted. No phone calls, please.

To apply, please submit your resume and a cover letter outlining your interest, qualifications, and salary requirements to the following email address:

info@horizonsfoundation.org.