



Events & Corporate Relations Manager

Child Advocates of Silicon Valley is an independent nonprofit 501(c)3 organization founded in 1986. We serve children aged birth to 21 years old who are placed in the Santa Clara County Dependency Court System (commonly referred to as foster care) for having experienced trauma in the form of abuse, neglect and/or abandonment. We serve children in foster care by:

- ensuring every child has a caring and stable adult in their life, an Advocate, while navigating the system;
- influencing local policies and decisions that affect the children we serve;
- building enduring community partnerships to broaden and strengthen our impact.

We are also an affiliate of the National Court Appointed Special Advocates (CASA) Association. As an affiliate, we are responsible for operating the CASA program in Santa Clara County which entails recruiting, training and supporting CASA Volunteers.

POSITION OVERVIEW

Child Advocates' Events & Corporate Relations Manager is a member of the Development team. They are responsible for establishing and maintaining corporate relationships and raising funds via corporate sponsorships & other event-specific fundraising opportunities. They also plan and execute the organization's annual fundraising events.

Supervisor: Director of Development

Status: Full-Time. 40 hours per week with occasional evening and weekend work required

Location: Milpitas, California

Salary: \$65,000-\$69,000 annually

Benefits: Medical, Dental, Vision; Flexible time-off

SPECIFIC DUTIES AND RESPONSIBILITIES

- **Corporate Relations & Fundraising**
 - With the Director of Development, strategize the direction and growth of corporate fundraising
 - Secure approximately \$300,000 annually in corporate sponsorships (goals may change and will likely grow in future years)
 - Cultivate, steward, solicit, and maintain relationships with corporate funders.
 - Design and implement an effective corporate donor stewardship program
 - With the Director of Development design corporate sponsorship packages for events and agency activities
 - Mobilize the Director of Development, CEO, and Board members to assist with corporate cultivation, solicitation, and stewardship, as appropriate. Including providing background on prospects, history of giving, strategy for the ask, and appropriate marketing materials
- **Events Fundraising**
 - Plan, coordinate, execute approximately 3 annual fundraising events (typically a golf tournament, gala, and garden party) raising \$750K through sponsorships, auctions, tickets, and other revenue streams
 - In coordination with the Director of Development and Event Committees develop and manage events' budgets and revenue plans
 - Work closely with Event Committee Chairs on:
 - recruitment of event volunteers, securing auction items, promoting the event, and all other aspects of annual events (as outlined below)

Sobrato Center for Nonprofits | 509 Valley Way, Building #2, Milpitas, CA 95035

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- leveraging Event Committees network to solicit corporate sponsors, ensuring solicitation activities are coordinated with other organization's fundraising activities
 - Ensure all sponsors receive the benefits as they were outlined in the sponsorship package
 - Research, propose and secure possible venues for functions based on budget, geography, accessibility, aesthetic appeal and availability
 - Contract for services from vendors including caterers, florists, parking services, photography, etc.
 - Negotiate all financial commitments for delivery of products and services by outside vendors for assigned events using Child Advocates procurement and purchasing policies
 - Verify invoices and arrange for payment of approved event expenses
 - Ensure events stay on budget, monitoring financial commitments during lead-up to the event and making alternate arrangements if cost overrun appears likely
 - Develop staffing plans for events to ensure quality standards are met
 - Collaborate with internal or external graphics designer on the creation and distribution of event invitations; as well as the creation of all event materials
 - Work with Development teammates tracking pledges, payments, RSVP's, and in-kind donations
 - Determine benchmarks for success prior to each assigned event, evaluate their effectiveness after the event, and incorporate improvements in future planning
 - Maintain organized and detailed master event files and documentation to aid in planning and executing future events
 - Complete all post-event follow up, including debriefs, acknowledgment letters, and finalizing revenue and expense numbers
 - Prepare formal briefing materials with final results for CEO and Director of Development
- **Other Responsibilities**
 - Provide accurate and timely reporting to Director of Development
 - Perform other related duties as required and assigned

QUALIFICATIONS

Experience:

- Minimum 4 years of experience in corporate fundraising, sales, event planning and/or related activities
- BA/BS Degree or equivalent combination of education and experience
- Demonstrated ability to cultivate new relationships with corporate partners
- Demonstrated ability to build and retain quality relationships with various stakeholders: board members, staff, volunteers, corporate partners, and community members
- Demonstrated ability to learn and adjust to new circumstances including an ability to think quickly, pivot when needed, and see the big picture impact of small details
- Demonstrated ability to solicit companies and secure funding
- Demonstrated creativity in project definition, execution, and problem-solving
- History of strong customer service skills
- Proficiency in Microsoft Office, Google, and CRM databases. Ability to learn new systems as needed

Characteristics:

- Excellent internal and external communication skills
- Detailed organizational skills. This includes, but is not limited to the ability to create and maintain shared work plans, task lists, working documents, and maintain virtual file storage

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- Performs tasks under minimal supervision
- Demonstrates good judgment and discretion
- Demonstrates a strong commitment to accuracy and detail
- Meets deadlines as assigned
- Ability to appropriately represent Child Advocates as a public spokesperson
- Commitment to the mission of Child Advocates and desire to be an engaged member of the Development team

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to our recruiter, Michelle Gysin at michellerg333@gmail.com with the subject line, "Events & Corporate Relations Manager". No phone calls, please.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

At Child Advocates, we don't just accept difference — we celebrate it and recognize the value it brings to our kids, CASA Volunteers and employees. Child Advocates is proud to be an equal opportunity workplace. Equal opportunity and consideration are afforded to all qualified applicants and employees. We won't unlawfully discriminate on the basis of ancestry, race, color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (including religious dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other basis protected by law (hereinafter referred to as "Protected Characteristic"). Child Advocates is committed to working with and providing reasonable accommodation to applicants with disabilities in accordance with the American Disabilities Act and state disability laws.