



## Part Time - Temporary - Fundraising & Events Coordinator

### Become a Part of the Child Advocates of Silicon Valley Team

Child Advocates works to ensure every foster child in Silicon Valley, who has been abused, neglected and/or abandoned, has the nurturing support and resources needed to thrive. We are looking for people who put children first. People whose compassion leads to hard work and impact. At Child Advocates, it's about each person bringing skills and passion - their best - so that we can be there for every foster child.

### About the Role

We're looking to fill a part time position that will support the Development Department in fundraising, event planning and execution, data entry, and donor support. This position will work directly with our annual golf tournament in August, fall fundraiser in October, and prep for our Spring Gala. The Development Department is responsible for all fundraising efforts for the organization. In collaboration with the Events Manager and other Development team members, you will assist with our fundraising events, including donor relations, sponsor solicitation and stewardship, logistics, data management, requesting auction items, day of tasks, and more. We are looking for someone who exemplifies excellent customer service, organization, and the ability to manage multiple tasks and timelines.

### How You'll Have an Impact

The applicant hired will be responsible for:

- Coordinating fundraising event efforts which will include outreach for potential corporate sponsors, in kind donations, and managing intake of auction items.
- Train and manage event volunteers to manage registration, troubleshoot, and support volunteers at event(s) to ensure a positive customer service experience for guests.
- Managing preparation of items for events and day-of event logistics including: inventory of items, vendor load in/out, set up, signage placement, and strike.
- General support of the Development Department's fundraising event planning efforts, which may include data entry into the donor database and spreadsheets.
- Providing donor outreach for logistical follow ups, sponsor stewardship, and outstanding payments.
- Supporting special projects and performing other related duties as assigned by the supervisor.
- Participating in agency events and activities, as requested.

### What We're Looking For

#### Experience

- High school diploma or equivalent required.
- 2+ year of experience with supporting fundraising event related activities, such as registration, auction, logistics, raffle, etc.
- Customer service and data entry experience required.

#### Skills

- Proficiency in Google Drive, Google Sheets, Microsoft Word, and Microsoft Excel. Ability to learn new systems as needed.
- Excellent internal and external communication skills
- Demonstrated ability to organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Demonstrated ability to collaborate and work effectively with team members.
- Performs tasks under minimal supervision to meet deadlines as assigned.

### Important Details

**Supervisor:** Events and Corporate Partnerships Manager

**Status:** Part Time - Temporary (July 2022 - January 2023) - As this is a part time temporary position we are open to discussing hours, salary, etc. for the right candidate.

**Location:** Milpitas, California

*Applicants must be able to work a variety of hours, including evenings and weekends.*

*Applicants must have a valid California Driver's License and current automobile insurance.*

*Applicants must be able to successfully pass a formal background check: FBI, DOJ, CACI, DMV.*

### How to Apply

Send your **resume and a brief cover letter** outlining why your experience planning fundraising events to development@childadvocatessv.org. No phone calls, please.

### Equal Employment Opportunity Statement

Child Advocates is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status or disability.