



TITLE: COMMUNICATIONS & EVENTS MANAGER

REPORTS TO: CHIEF DEVELOPMENT OFFICER

SHIFT/HOURS: 8:30AM TO 5:00PM In-Person/White Plains (Evening and Weekends when needed)
One day remote based on experience and after period of onboarding/training TBD.

SALARY: FULL TIME/\$60K TO \$65K Range based on experience with bonus eligibility

OVERVIEW:

Do you have 2 – 3 years’ experience as a development associate and are looking to advance your career to the next level? Are you passionate about building your career in development? Do you want to learn and grow from an experienced CFRE? Do you want to be part of a high performing team to provide life-changing support to people who have lost their housing or are struggling to meet other basic needs? The Communications & Events Manager is a full-time position responsible for implementing events and communication strategies.

Lifting Up Westchester is united by one bold and unwavering belief: that stable housing is the foundation on which human well-being and advancement is built. When people have a secure, affordable home, they can focus on advancing their education, health, and employment. We help individuals find that home and build on that foundation to achieve greater self-sufficiency. When we support others in living healthier and more productive lives, our entire community benefits.

DUTIES AND RESPONSIBILITIES:

This position handles multiple assignments, is nimble and takes advantage of opportunities that come our way to raise charitable dollars.

COMMUNICATIONS

External

This position will collaborate in creating/editing donor & community centered content, and operationalizing communication logistic and mailing lists.

- Event: invitations, sponsors, journals, communication, PR, and surveys
- Campaigns/Appeals
- Marketing and Donor-Centered Stewardship and Newsletters
- Annual Reports
- Press Releases
- Presentations
- Social Media content and implementation coordination with Development Associate
- Maintain organization of photos
- Update website

Internal Communication

- Responsible for obtaining content from senior management and using an InDesign template to create a monthly staff newsletter.
- Assist programs in creating program flyers and collateral materials.

EVENTS

- Develop/implement theme, and research based and data driven fundraising event strategies including but not limited to the spring gala, golf tournament and donor recognition/cultivation events such as the journey home events.
 - Recruit, manage, and engage event volunteer committees including silent auctions, raffles, and other strategies.
 - Identify and recruit honorees.
 - Draft collateral, program, timeline, and remarks.
 - Identify, cultivate, and solicit sponsorships.
 - Develop task timelines to implement strategies that will maximize relationships and donations.
 - Oversee and manage event budgets, venue/selection and all event logistics and operations.
- Engage in other duties of the Development Department and Lifting Up Westchester as needed.

Minimum Knowledge, Skills, and Abilities Required:

This is a senior position requiring two to three years of professional fundraising event and donor-centered communication experience. Bachelor's degree required. This position requires the use of a personal vehicle from time to time to travel between LUW locations and meet constituents and vendors. Individuals must be physically capable of operating vehicles safely, possess a valid driver's license and have an acceptable driving record.

- Able to build strong relationships, communicate diplomatically and work effectively with a wide range of people to motivate and engage them in growing philanthropy.
- Able to work unsupervised and make decisions independently and in a team environment.
- Able to develop guidelines, and practice policies and procedures regarding donor/event software.
- Computer proficiency with Microsoft Office programs, Bloomerang donor database, Qgiv event software and/or other database management systems.
- Proficiency with making website updates in Square Space, creating flyers/social media posts in Canva and in making minor edits using InDesign or other such programs and the ability to learn.
- Superior organizational skills, accuracy, and precision in handling details.
- Excellent written and verbal donor-centered communication skills.
- Flexible & patient with a good sense of humor and drive to get things done and maximize opportunities.
- Excellent time management and proactive organizational skills to handle multiple tasks resourcefully and efficiently under tight time constraints.
- Experience managing successful fundraising events and growing philanthropy.
- Flexibility to participate in evening/weekend events or deadlines as needed.
- Must be flexible, collaborative, possess a desire to learn and grow, and have a positive, can-do attitude with a high level of professionalism and confidentiality.

To apply, email cover letter and resume to Lauren Candela-Katz at lcandela-katz@liftingupwestchester.org. No phone calls.