



Wonders & Worries

Professional support for children  
through a parent's illness.

## **Fundraising Events Manager**

**Reports to: Director of Development**

### **About Wonders & Worries**

For more than 18 years, Wonders & Worries has provided professional expertise to help kids and teens build their well-being and cope with a parent's serious illness. It is the only program in the nation providing comprehensive, free support for children 2-18 years through a parent's illness. More than 8,000 individuals have already benefitted, and we are on the cusp of expanding beyond Central Texas.

**Position Summary:** The Fundraising Events Manager takes the lead role in planning and executing events that financially benefit Wonders & Worries. This position is responsible for ensuring high-quality and cost-efficient execution of four annual fundraisers, several third-party fundraisers, and one annual donor appreciation event.

This position requires attention to detail, superior project management skills, efficient time management skills, committee management skills, and strong communication skills. Previous fundraising event experience is required, preferably with nonprofits.

The Fundraising Events Manager will work closely with the Director of Development, Director of Communications, planning committees, volunteers, community champions and sponsors to further the mission of Wonders & Worries.

### **Role and Responsibilities**

#### **Events Management**

- Serve as the main point of contact for five major events – No Worries Classic Sporting Clay Shoot fundraiser, Urban Scavenger Hunt fundraiser, Unmasked Gala fundraiser, Drive for Hope fundraiser and a Donor Appreciation Event.
- Create a budget of expenses and revenue to meet event fundraising goals, in collaboration with Director of Development and Director of Operations.
- Manage all event details including, but not limited to ticketing, volunteers and staffing, contracts, program production, decor, food and beverage, A/V, peer-to-peer fundraising, vendors and signage.
- Work with event donors and sponsors to ensure their sponsorships are executed appropriately, including promotion on social media and website.



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- Create agendas and lead event planning committee meetings. Work closely with event chairs to make sure they are supported, have the information/materials they need, and keep them on track with goals.
- Regularly communicate with Director of Development to stay apprised of event and fundraiser progress.
- Purchase prizes, supplies and materials for events. Coordinate the pick-up and delivery of all in-kind donations and gifts, including post-event follow-up.

### **Fundraising and Stewardship**

- Maintain accurate databases records – primarily in Salesforce and SharePoint -- and keep documentation up to date in order to preserve database integrity. This includes contracts, meeting notes, timelines, invoices, vendors, attendees, purchases, etc.
- Coordinate bulk mailings and lists for email campaigns for fundraising & third-party events.
- Serve as the liaison for all third-party fundraisers (Texas Mamma Jamma, NARI, Hope Golf Tournament, etc.), including attending the event or arranging for volunteers to attend.
- Coordinate planning for and execution of Amplify Austin online giving with Director of Communications and Director of Development.
- Work with the Director of Development and the Director of Communications on stewardship following major events.
- Create and post content on social media that promotes events, in conjunction with Director of Communications.

### **Volunteer Management**

- Contact, schedule and coordinate volunteers as needed for mailings, fundraisers, in-house events, and third-party events.
- Train volunteers for events.
- Manage the volunteer registration process using Salesforce.

Supervises: Development Associate(s), Volunteers and Interns – as applicable

This position is based in Austin, Texas. It is full time with benefits, including generous paid time off. Salary commiserate with experience.

**Interested candidates should submit a cover letter and resume to [hr@wondersandworries.org](mailto:hr@wondersandworries.org).**

It is the continuing policy of Wonders & Worries to provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, military status, status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws.