



JOB DESCRIPTION: Development Officer, Special Events

ORGANIZATION DESCRIPTION

The Astraea Lesbian Foundation for Justice is the only philanthropic organization working exclusively to advance LGBTQI human rights around the globe. We support brilliant and brave grantee partners in the U.S. and internationally who challenge oppression and seed change. We work for racial, economic, social, and gender justice because we all deserve to live our lives freely, without fear, and with dignity.

The first grantmaker to hundreds of organizations, Astraea plays a catalytic role for LGBTQI groups across the globe. Our grantmaking, capacity building and philanthropic advocacy programs support the work of lesbian, trans*, intersex and LGBTQI organizations to challenge oppression and claim rights.

POSITION DESCRIPTION

The Astraea Lesbian Foundation for Justice is seeking an energetic and organized Development Officer, Special Events (DOSE) to join a dynamic and committed fundraising team. This is a newly created position to support an increasing number of donor events. Reporting to the Director of Development, the DOSE is hands-on with planning and implementing Astraea Foundations upcoming 40th Anniversary Gala, regional events, house parties and third party event opportunities. This position supports all functions related to events including logistics, registrations, data entry, on-site operations and other duties. The DOSE has a shared responsibility to work collaboratively with other members of the Development and Communication team to produce successful events.

RESPONSIBILITIES

- Manage all logistics of various events, e.g. working with volunteer leadership, supporting host committees, event timelines, overseeing vendors, and managing guest lists
- Create, communicate, adhere to event budgets
- Create and implement an event sponsorship program
- Solicit, evaluate, and negotiate vendors proposals
- Manage record-keeping, donor giving histories and update the database, Raiser's Edge
- Manage solicitation lists, donor outreach and follow-up for each event
- Create and manage online ticketing portals for events with required admission
- Provide on-site management of event logistics including but not limited to staffing registration desk and coordinating event volunteers
- Collaborate with Board members to execute select events
- Work with communications team on event marketing plan, and the content, design and production of event materials, including save-the-dates, invitations, programs, and various event collateral
- Update online calendar listings with Astraea events
- Serve as the point of contact for event related inquiries
- Work with the development team to conceptualize and implement new event ideas, concepts, and opportunities to increase revenue and cultivate new donors
- Assume other duties as assigned

QUALIFICATIONS

- 2 - 3 years' event planning experience with a demonstrated track record of success in the execution of fundraising and community events
- Knowledge of and experience with Raiser's Edge system, strongly preferred
- High standard of computer literacy and competence including use of social media
- The ability to work efficiently as part of a team in an fast-paced environment
- Excellent organizational skills and highly detail oriented
- Bachelor's degree or equivalent work experience is required
- Knowledge of principles, techniques, and technology relevant to special events
- Excellent written and oral communication skills
- Excellent interpersonal skills to manage a wide variety of internal and external relationships
- Ability to organize and handle multiple and often competing deadlines
- Ability to work flexible hours (including early mornings and late evenings) as required, accommodating the schedules of donors, etc.
- Ability to travel overnight as needed
- Committed to Astraea's mission and to social justice

HOW TO APPLY

Please send resume/CV, cover letter, and salary requirements to jobs@astraeafoundation.org. Applications will be reviewed on a rolling basis until the position is filled. Please include **Development Officer, Special Events** in the subject line. No phone calls, please – only applicants being considered for interviews will be contacted.

Astraea is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities and people of diverse sexual orientations, gender expressions and identities are encouraged to apply. For more information visit www.astraeafoundation.org.