



Events and Corporate Giving Manager

Join our dynamic development team at Riverkeeper, New York's premiere champion of the Hudson River and its watershed. This opportunity will work on creating events and cultivating corporate relationships, which are instrumental in helping us achieve our fundraising goals. This is an exciting opportunity to join an organization doing impactful work.

About Riverkeeper

Riverkeeper is New York's premier water quality advocate. Established in 1966, Riverkeeper protects and restores the Hudson River from source to sea and safeguards drinking water supplies, through advocacy rooted in community partnerships, science and law. With an annual operating budget of \$4.5 million, Riverkeeper is a mid-sized not-for-profit operating in the Hudson Valley. For more information, visit www.riverkeeper.org.

Riverkeeper's Development Department engages with corporations, Board members, supporters and donors, and members of the public in a wide variety of events, many of which are sponsored by our corporate supporters. These range from private dinners and cocktail parties to concerts, service projects and volunteer events; panel discussions, and film screenings. Riverkeeper also organizes an annual fundraising gala in Garrison, Summer Splash.

Position Overview

Reporting to the Vice President (VP) of Development, the Events and Corporate Giving (ECG) Manager will conceptualize, develop, and manage Riverkeeper events for members, donors, supporters, and the public to attend for cultivation or fundraising purposes. The ECG Manager will lead efforts to raise corporate sponsorship revenue for Riverkeeper events including Riverkeeper's annual fundraiser gala (Summer Splash), a spring concert in Central Park (Free Dead in the Park), and the annual river-wide cleanup (Riverkeeper Sweep).

The ECG Manager will coordinate closely with the Senior Membership Manager and the Volunteer and Outreach Coordinator. They will manage event budgets, contracts, and relationships with outside consultants and vendors for events.

The ECG Manager will work with the VP for Development to maintain the Corporate Stewardship Council and to cultivate, solicit, and steward new and existing corporate donors.

Duties & Responsibilities

Specific responsibilities include, but are not limited to:

Event management:

- Work with Development, Communications and Marketing, Program Departments and the Board of Directors to organize and manage events that support fundraising and programmatic goals including Riverkeeper's annual gala, film screenings and panel discussions, concerts, brewery collaborations, private dinners and cultivation events, partner events and other events as opportunities arise.
- Solicit tickets, tables and auction items from volunteer leadership, corporate sponsors and Riverkeeper supporters in person, on the phone, and in writing.
- Manage the planning and logistics for Riverkeeper events, including creating web pages for ticket sales, donations, and auction; developing copy for printed materials, promotions, invitations and e-blasts, list management, vendor and contract management, budget, program and run of show development, A/V, on-site event management and support, event reporting and follow-up.
- Maintain master invitation lists and track all mailings and responses.
- Supervise online auctions, gift options, and work with team members on the in-room raise and all other fundraising options.
- Write copy and work with communications to promote Riverkeeper events through e-blasts and social media promotions.
- Monitor and maintain the Event Revenue and Expense budgets, coordinate invoices and track payments; with Finance, reconcile revenue in Raiser's Edge and QuickBooks
- Maintain Event Calendar for Riverkeeper.
- Work with Database Coordinator to enter events, contacts, and pledges, create and pull invitation lists from Raisers Edge; ensure that event acknowledgments are written and sent.

Corporate Development:

- Cultivate prospects and current donors for new opportunities, sponsorships and strategic partnerships
- Solicit and steward corporate donors and ensure that deliverables are met
- Organize and attend meetings with corporate partners
- Assist with annual Riverkeeper Sweep and corporate clean-up sponsorship solicitations and assist Outreach team with Sweep planning, on-site logistics, and result tracking as needed.
- Update and adapt the corporate sponsorship opportunities as needed
- Create invoices and track corporate pledges and other revenue
- Develop framework for the Corporate Stewardship Council and work with local companies to recruit them for the council and to engage the organizations and their employees in stewardship events and projects.

The listed responsibilities are intended to describe the essential functions of the position. They are not an exhaustive list of all job duties, responsibilities, and requirements.

Qualifications

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. Please know that candidates rarely meet 100% of the qualifications. If much of this describes you, we encourage you to apply. This might be the right next role for you if you have/are:

- 2-4 years of experience as an event and development professional (including 2+ years of event experience and 2+ years of corporate giving experience within a not-for-profit);
- Proactive, detail-oriented, reliable, flexible and can work independently;
- Strong ability to multitask, prioritize, problem solve, and meet deadlines;
- Willing to be an in-person fundraiser and enjoy public speaking and collaborating with a wide variety of people and situations;
- Strong analytic and organizational skills; ability to manage projects and workflow, using time and resources effectively. Ability to handle various projects on an ongoing basis while addressing daily needs for the office;
- Outstanding written and oral communications skills, including the ability to produce reports and analytics as needed;
- Proficiency in the use of current Microsoft Office and Google software applications required;
- Knowledge of Blackbaud Raiser's Edge and/or similar CRM programs a must;
- Knowledge of fundraising software such as GiveSmart, Mobile Cause a plus;
- Graphic Design and Marketing experience a plus;
- Professional demeanor in dealing with board members, corporate partners, vendors, and the public;
- BA/BS or equivalent required;
- Availability beyond regular office hours for events on evenings and weekends.

Location

This position will be located in Ossining, NY, with flexibility to work some days in the office and other days from home, if desired.

Compensation and Benefits

This is a band 6 position. Compensation is commensurate with experience ranging from \$65,000 to \$70,000. This exempt position is full time (40 hours/week). Occasional evenings and weekend work will be required, and flex time encouraged. Riverkeeper offers health, dental, vision, life and disability coverage, 403B, vacation, sick, personal days, as well as parental leave and other benefits.

Application Procedure:

Please submit your résumé and cover letter as well as a list of at least 3 professional references to humanresources@riverkeeper.org. Please write 'Events and Corporate Giving Manager' in the subject line. The position will be open until filled. Phone calls will not be accepted.

Riverkeeper is an AA/EEO employer. Riverkeeper is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law.

People from diverse backgrounds are encouraged to apply.