

## **Partnerships Associate - Special Events and Campaigns Job Description**

Project Transformation seeks a part-time Partnerships Associate to work on special events and campaigns, and to support the Executive Director and Partnerships Team 20-25 hours per week. (The Partnerships Associate position is non-exempt and pays \$12-15 per hour, depending on experience.) In the spirit of the mission of Project Transformation North Texas, the Partnerships Associate is responsible planning, coordinating, and executing fundraising events and campaigns, identifying and soliciting sponsors for each event (financial and in-kind), directing annual and events and campaigns budget in collaboration with the Partnerships Team, and managing all follow-up activities with attendees, partners, and donors.

### **ACCOUNTABILITY:**

The Partnerships Associate - Special Events and Campaigns is directly accountable to the Executive Director.

### **ESSENTIAL RESPONSIBILITIES:**

1. Develop and implement annual events plan, including goals, objectives, budgets, follow-up and evaluation in coordination with the funds development plan and organizational strategic plan
2. Serve as lead for high-quality, profitable events such as the annual Partners in Transformation Luncheon. Responsibilities include:
  - a. Secure venues for events
  - b. Recruit and assist with event committees
  - c. Soliciting sponsorships, underwriters, and all event-related revenue, in partnership with the Partnerships Team
  - d. Create timelines and agendas leading up to event and day of event
  - e. Work with Donor Relations and Communications Manager on event marketing, social media and public relations plans
  - f. Book guest speakers for events; manage vendors
  - g. Maintain all event information in Salesforce
  - h. Monitor and manage the budget for each event
3. Responsible for annual giving strategies, including end-of-year appeal, North Texas Giving Day, and other online and direct mailing appeals
4. Work closely with the Donor Relations and Communications Manager to maximize event and campaigns promotion and increase donor giving through social media and marketing best practices
5. Implement organizational best practices with regard to revenue generation activities such a direct mailing campaigns, while offering creative and new concepts for future affinity groups (alumni and young professionals)
6. Evaluate the effectiveness of the funds development plan as it relates to campaigns and events, including efficiency (ROI), community engagement, event satisfaction, and overall success
7. Manage database entry for donors, attendees, and recipients, creating reports for all mailings and events necessary for evaluation
8. Build relationships with businesses close to program site locations, including exploring sponsorship and profit-sharing opportunities
9. General administrative responsibilities and other duties as assigned by the Executive Director
10. Assist with special projects, as assigned

### **ESSENTIAL QUALIFICATIONS:**

1. At least 1 year of experience with event planning, fundraising, and/or project management, preferably in a non-profit setting
2. Ability to represent Project Transformation's mission and programs to donors and partners
3. Poised and comfortable in relating to a variety of people in multiple settings
4. Excellent written, interpersonal and communication skills
5. Problem solver, self-starter who is well organized, methodical, and exceptionally detail-oriented
6. Ability to establish priorities, work independently, and proceed with objectives without supervision
7. Preferred experience with a custom relationship management platform such as Salesforce
  
8. Proficiency in Microsoft excel
9. Familiarity with the Benevon Model for sustainable fundraising is a plus

In order to uphold the mission and values adopted by Project Transformation, the Partnerships Associate will:

- Embrace and integrate Project Transformation's core values into his/her work practices.
- Join PT staff in creating a nurturing, supportive work environment for PT Corps Members, volunteers, partner and site churches, work-study students, children, and staff.

To apply, email resume to Kelsey Borgeson, [borgeson@ptnorthtexas.org](mailto:borgeson@ptnorthtexas.org).