

Child Advocates, Inc.

Houston, TX

Development Team

[Development Coordinator-Events](#) Job Description

Child Advocates is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits and termination.

Job Summary:

The Development Coordinator-Events at Child Advocates, Inc. supports the organization's fundraising and donor engagement efforts through the coordination of special events, third-party fundraising initiatives, and individual giving campaigns. This role works closely with the Special Events Manager and Development team to plan and execute fundraising activities, manage donor and sponsor communications, coordinate volunteers and committees, and support event logistics from planning through post-event follow-up.

The Development Coordinator-Events also serves as a liaison to community partners, donors, volunteers, and event hosts, while supporting the Development team in advancing fundraising goals and strengthening community engagement in support of the organization's mission.

Essential Job Functions & Responsibilities:

Fundraising Events

- Works with and supports the Special Events Manager to coordinate special events, including but not limited to in-house mailings, volunteer coordination, support the planning and facilitation of third-party events, pre- and post-event day(s) coordination, event day activities and support throughout event.
- Assist in securing, organizing and uploading auction and raffles items in support of fundraising events.
- Assist with coordination of correspondence including invitations, mailing lists, underwriting, thank you letters, and organizing post-event related materials.
- Coordinate, attend and present at committee meetings.
- Complete prospect research in support of, including but not limited to, event sponsors, grant prospects, and individual donors.

Third-Party Events

- Manage existing and identify any third-party fundraising events by cultivating relationships with community partners, corporations, volunteers, and supporters.
- Serve as primary liaison for all third-party fundraising initiatives, providing guidance, resources, and support to event hosts.
- Attend and represent the organization at all third-party events, ensuring a strong organizational presence, stewardship of partners, and alignment with brand standards.
- Track event performance, evaluate outcomes and development strategies to strengthen participation, engagement, and fundraising results year-over-year.

Individual Giving Campaigns

- Maintain and oversee monthly individual donor tracking, including gift activity, response rates, retention metrics, and appeal performance to ensure accurate reporting and informed fundraising strategies.
- Monitor and analyze donor engagement and campaign response trends to assess the effectiveness of targeted fundraising appeals.
- Collaborate with program staff to identify compelling stories for inclusion in donor communications and funding appeals.

- Prepare and present campaign analysis highlighting strengths, opportunities, and areas for improvement.

Other Job Functions & Responsibilities:

- Actively promote Child Advocates, Inc. and work with Development team to help identify new donors, volunteers, and funders.
- Assist with meeting coordination including sending notices and preparing meeting agendas.
- Assist with aspects of annual campaign with support from Development Director.

Qualifications:

Work Experience:

- Two + years of related work experience: fundraising/development experience in nonprofit environment preferred
- Previous experience in successful special events coordination
- Excellent writing and verbal communication skills
- Database experience, prefer experience with Raiser's Edge
- Proven organizational skills and project management skills
- Public speaking skills

Education:

- Bachelor's degree

Essential Skills and Requirements:

- Proficient in MS Office; fundraising software experience a plus; Experience in Blackbaud, the Raiser's Edge, highly preferred
- Excellent organizational skills
- Ability to work independently
- Ability to handle multiple projects simultaneously
- Proven ability to work fluidly and effectively with team members, volunteers, committee members and board members effectively towards project and goal achievements
- Ability to communicate effectively and professionally on an on-going basis with other departments to facilitate the growth and involvement of specific areas in organizational activities
- Ability to effectively communicate with board members, donors, potential donors, volunteers, and fellow staff members.

Compensation and Benefits:

- Salary range between \$50,000-\$55,000
- Medical, prescription drug, dental, vision, life, disability insurances
- Health Savings Account
- Flexible Spending Account
- Vacation, holiday and sick leave
- 401(k) Plan
- Hybrid position after 4 months in office

How to Apply:

To apply for this position, click [HERE](#) to visit the Child Advocates Careers Page. Once there, scroll down to the OPEN POSITIONS section and click on the link to the job post.