



FOSTER & ADOPTIVE CARE COALITION

FOR EVERY CHILD... A PLACE TO CALL HOME

Events and Community Impact Manager

Department:	Development	Date Prepared:	July 12, 2024
Prepared by:	Bridget Jones	Reports to:	Chief Impact Officer
FSLA Status:	Full-Time, Exempt		

Summary of Position

The Coalition is hiring an Events and Community Impact Manager to plan and execute successful, fun, and unique events that showcase the Coalition's culture. As a member of the Development Team, this position supports the Coalition's mission by inspiring, managing, and growing the support of donors. The successful candidate will lead the Development Team in the planning and execution of all development related events, stewarding sponsors and event donors. This position works closely with the Donor Engagement Manager, Executive Director, Chief Impact Officer and Chief Financial Officer.

The Coalition is interested in hiring an Events and Community Impact Manager with demonstrated experience and success with fundraising events and will determine salary range and title dependent upon the candidate's experience and qualifications.

Essential Functions & Responsibilities

- Serve as staff lead for all fundraising and appreciation events.
- Develop and manage a calendar of events, including fundraising galas, community outreach programs, volunteer activities, and awareness campaigns.
- Handle all logistical aspects of event planning, such as venue selection, catering, entertainment, transportation, and permits.

Address

1750 S Brentwood Blvd., Suite 210
St. Louis, MO 63144

Phone / Fax

Office: 800.FOSTER.3 (314.367.8373)
Fax: 314.241.0715

Website

www.foster-adopt.org



- Create and manage timelines and event budgets, ensuring cost-effectiveness and adherence to financial guidelines.
- Plans and facilitates special event committee meetings.
- Prepares agendas and minutes for committee meetings, and regularly provides event progress reports.
- Plans and executes smaller awareness and gratitude events throughout the year.
- Leads the Development Team in coordinating stewardship efforts for event attendees, converting guests into engaged and ongoing supporters of the Coalition.
- Work with the Chief Financial Officer, Chief Impact Officer and Executive Director to accurately forecast event financial goals based on historical data and donor trends.
- Develops increasing levels of involvement and support among donors, sponsors and prospects through regular contact.
- Creates and implement retention and step-up strategies for all donor/affinity groups.
- Enhance the organization's visibility and reputation within the community by creating and fostering new event sponsorship opportunities.
- Researches, identifies, and prepares event sponsorship proposals to select foundations and corporations.
- Works with Marketing to create and execute marketing plans to promote events and community programs through various channels, such as sponsorship packages, email campaigns, press releases, social media, and partnerships.
- Records, manages, and analyzes fundraising data using Salesforce or a similar CRM or donor management system to assess the effectiveness of the initiative and identify areas for improvement.
- Serves as the liaison for the Jr. Board, planning and executing meetings and events (trivia night, networking events, happy hours, etc.).
- Ensure all events and community programs comply with relevant laws, regulations, and organizational policies

Agency Accountability

- Complete daily activity log.
- Maintain an up-to-date Outlook calendar.
- Adhere to the Coalition's Shared Values, Employee Code of Conduct, and Employee Code of Ethics.

Department Specific / Non-Essential Functions

- Other duties as assigned with or without accommodations.
- Supports the Coalition's mission – attends special events, training events, and other "all hands-on deck" activities.

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- Answer and respond to phone calls, emails, and inquiries regarding the Coalition services while in the office. Complete ongoing education and training as approved by or assigned by supervisor.
- Support other agency staff as necessary to meet agency goals.

Qualifications & Requirements

Education

- Bachelor's degree in business, marketing and minimum of 3 years' experience in development, event management, hospitality or closely related field.
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Experience, Skills & Qualifications

- Experience in nonprofit sector and working with volunteers.
- Ability and comfort working with diverse populations in varying environments.
- Strong organizational skills with attention to detail.
- Ability to adapt to changing circumstances while maintaining a positive attitude.
- Ability to engage sponsors and donors resulting in long-term financial support.
- Project management experience is a plus.
- Proficient in Microsoft Office, including Outlook, Word, and Excel.
- Experience using Client Relationship Management Software. Salesforce experience a plus.
- Must have strong time management skills, be highly organized and able to prioritize.
- Excellent written and verbal communication skills

Additional Skills/Competencies necessary to carry out services to the service population's culture and socio-economic characteristics.

- Requires an understanding of diversity (racial, ethnic, religious, socio-economic, etc.) as well as sensitivity to the situations of the children and families the organization serves.
- Stresses a respect for the confidentiality of the children and families the organization serves.
- Requires a clean criminal history.
- Must fulfill the responsibility as a mandated reporter in the State of Missouri.
- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of the Foster and Adoptive Care Coalition.
- Demonstrates accountability for results and keeps commitments to others.

Organizational Relationships/Scope

- This position is a member of the Development Team and reports to the Chief Impact Officer.

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Working Conditions

- This in-office position entails work in the office as well as in the community.
- While performing the duties of this job, the employee is required to communicate effectively.
- The physical requirements of this job include sitting, standing, walking, climbing stairs, lifting up to 25 lbs., pulling and/or pushing on occasion.
- Use of automobiles for local travel to multiple sites may be required.
- The Coalition office is considered home-base with primary office hours Monday-Friday 8:30 AM – 4:30 PM CST.
- This position requires flexibility. Evening and weekend hours may be required to meet the expectations of this position.

Agency Shared Values

Employees of the Foster & Adoptive Care Coalition agree to hold themselves and their colleagues to the following values:

- **Equity:** We insist on fairness and respect. We are deliberate in ensuring everyone has safety, opportunity, access, and support to be heard.
- **Family:** We are family. We are connected and support one another in meeting the needs of our own families and the families we serve. We assume the best and are committed to each other.
- **Diversity:** We celebrate differences and harness the power that diversity brings. Every viewpoint is heard and honored. We are stronger because of our differences.
- **Innovation & Excellence:** We are intentional about knowing better and doing better, using innovation and solution-focus approaches with courageous passion and excellence.
- **Inclusion:** We respect, leverage, and engage everyone's unique strengths and talents so each individual can contribute to their full potential.
- **Integrity:** We are an agency built on integrity, maintaining a culture of trust, respect, transparency, and honesty. We walk in our truth and uphold ethical standards.
- **Courage:** We stand up for each other and what is right for our clients and stakeholders with truth, vulnerability, and accountability.
- **Teamwork & Collaboration:** We develop and maintain authentic relationships by being flexible and open-minded and maximizing the strengths of everyone in the team to accomplish the best outcome for our children and families. Everyone contributes in leadership.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

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Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Printed Employee Name:		Date:	
Employee Signature:			

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