



POSITION DESCRIPTION

POSITION OVERVIEW

ABOUT US	Riverkeeper is New York's premier water quality advocate. Our mission is to protect the environmental, recreational and commercial integrity of the Hudson River and its tributaries, and safeguard the drinking water of millions of New York City and Hudson Valley residents. With an annual operating budget of \$4.9 million, Riverkeeper is a mid-sized not-for-profit operating in the Hudson Valley. Riverkeeper is seeking a proactive and self-motivated Communications Manager to amplify our efforts with content and outreach that draws in new audiences and strengthens relationships with existing supporters. 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. For more information, visit www.riverkeeper.org .
JOB TITLE	Manager – Events & Corporate Giving
DEPARTMENT	Development
LOCATION	Ossining, NY (hybrid schedule: occasional presence in the office as needed for meetings)
REPORTS TO	Vice President, Development

POSITION SUMMARY

Reporting to the Vice President of Development, the Events and Corporate Giving (ECG) Manager will conceptualize, develop, and manage Riverkeeper events for members, donors, supporters, and the public for cultivation and 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 winter event in New York City, 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 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 cultivate, solicit, and steward new and existing corporate donors.

ESSENTIAL DUTIES & RESPONSIBILITIES

(This is not an exhaustive list of all job duties, responsibilities, and requirements.)

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.
- With the Development team, 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 Raiser's Edge; ensure that event acknowledgments are written and sent.



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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
- Solicit and manage corporate sponsorship solicitations for Riverkeeper events, particularly the Riverkeeper Sweep. Assist Outreach Coordinator with Sweep planning, on-site logistics, and result tracking as needed for corporate sponsors.
- Update and adapt the corporate sponsorship opportunities as needed
- Create invoices and track corporate pledges and other revenue
- Develop framework for the Corporate Membership Program and work with local companies to recruit and engage organizations and their employees in stewardship events and projects.

EXPERIENCE & COMPETENCIES

Research shows that women and people from under-represented groups often apply to jobs only if they meet 100% of the qualifications. Please know that no one ever meets 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 3-5 years of experience in Communications, Public Relations, or Marketing at a nonprofit, agency, or startup and would likely be described as:

- Undergraduate degree in a related field or combination of education and work experience will be considered
- 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 verbal 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/database platforms required;
- Knowledge of fundraising software such as GiveSmart, Mobile Cause a plus;
- Graphic Design and Marketing experience desired;
- Professional demeanor in dealing with board members, corporate partners, vendors, and the public;
- Flexibility to work occasional evening or weekends as needed for events.

OTHER EMPLOYMENT DETAILS

HOURS / SHIFTS	This exempt position is full time (40 hours/week). It requires flexibility to work some evenings and weekends.
SALARY	Base salary range: \$65,000 - \$75,000 annualized, commensurate with experience.
BENEFITS	Riverkeeper offers healthcare, dental and vision, life and disability coverage, retirement savings plan match, annual \$500 professional development stipend, Paid Time Off (vacation, sick, personal days, parental leave, holidays, summer Fridays), and other benefits; office is closed between Christmas and New Year's Day holidays.
OTHER	All employees are must be fully vaccinated for Covid-19.
HOW TO APPLY	Application process requires submission of a <u>cover letter and resume</u> via email to humanresources@riverkeeper.org . Please write ' Events & Corporate Giving Manager ' in the subject line. The position will remain open until filled.