<table>
<thead>
<tr>
<th>Job Title</th>
<th>Individual Partnerships and Events Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer/Agency</td>
<td>Texas Civil Rights Project</td>
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<tr>
<td>Job Description</td>
<td>The Individual Partnerships and Events Manager will report to the Director of Strategic Partnerships and will be responsible for:</td>
</tr>
</tbody>
</table>

**Mid-Level Funder Portfolio**

Managing TCRP’s portfolio of individual funders with annual giving between $1,000-$5,000 and delivering annual fundraising goals within this portfolio with a particular focus on further developing TCRP’s network of mid-level funders across the state of Texas.

**Stewardship**

- Develop and execute stewardship strategies to engage and retain mid-level funders in hopes of sustaining maximum giving within their portfolio

**Cultivation**

- Collaborate with Grassroots Partnerships Manager to expand the mid-level donor pipeline by identifying grassroots prospects to upgrade and developing strategies to engage and invite them to deepen their investment in TCRP.
- Collaborate with Institutional Partnerships Manager and Director of Strategic Partnerships to expand the major donor pipeline by identifying grassroots prospects to upgrade and developing strategies to engage and invite them to deepen their investment in TCRP.

**Prospecting**

Collaborate with Director of Strategic Partnerships, TCRP’s Board of Directors, and Organizational Leadership to identify new potential mid-level funders and developing strategies to, reach, engage, and invite them to invest in our work at TCRP.

**Events**

*Delivering on annual event-related fundraising goals by developing, leading, and executing, at minimum, one fundraising event per year in Austin, Dallas, Houston, and San Antonio with a particular focus on cultivating and growing TCRP’s network of event-related and mid-level funders in each region.

*Assisting the Director of Strategic Partnerships in supporting third party fundraising events

*Collaborating with the Development team to develop, lead, and execute engagement strategies to steward and cultivate current high potential grassroots, mid-level, and upgradeable major funders including events and funder calls.

*Generating event forms, invitations, and other materials for all fundraising and stewardship events

*Coordinating with the Digital Coordinator to generate all email and social media related to fundraising and stewardship events

*Managing event progress and guest list

*Coordinating logistics including venues and hosts, coordinating staffing, and attendee communication for all fundraising and stewardship events

*Collaborating with the Director of Strategic Partnerships and TCRP staff to develop event run of show and talking points

*Overseeing and producing all day of event materials including nametags, check-in lists, etc.

*Overseeing all post-event follow up and stewardship
| **Database Management** | *Maintaining up-to-date contact and biographical information for funders within their portfolio*  
| | *Tracking all-important interactions with funders within their portfolio including event attendance and interactions such as 1x1 meetings and phone calls.** |
| **Qualifications** | **We are seeking candidates who excel in relationship building, are results-oriented, creative, and have strong project management skills.** |
| | **● Undergraduate Degree in Communications, Non-Profit Management or a related field**  
| | **● Minimum of 5 years of professional, non-profit or political experience, preferably within Development or Community Engagement**  
| | **● Passion for civil rights and empowering Texas communities**  
| | **● Experience in or an understanding of the importance of donor relations**  
| | **● A positive, can-do attitude**  
| | **● Track record of working collaboratively with diverse groups of individuals**  
| | **● Excellent writing and oral communication skills**  
| | **● Attention to detail is a must**  
| | **● Proficiency in MS Office including Word, Excel, and PowerPoint**  
| | **● Proficiency in Adobe Creative Suite – particularly, InDesign and Photoshop**  
| | **● Familiarity with the Google ecosystem (Google documents, Google Drive, etc.)**  
| | **● Demonstrated experience in Donor Management CRM’s** |
| **Salary/Hours** | **Salary will be based on years of experience, with a starting salary rate of $50,000. TCRP also offers excellent benefits, professional development opportunities and a deep commitment to a meaningful work-life balance. Benefits include: employer-paid health insurance, four weeks paid vacation, eight weeks paid family leave (with avenues to extend leave to 14 weeks in total), a $500 professional development budget annually, and extensive holidays, including a winter break between December 25th and New Year’s Day.** |
| **Employer/Agency** | **Texas Civil Rights Project** |
| **City, State, Zip** | **Houston, TX** |
| **Application Method** | **To apply, please follow application details here:**  
**https://texascivilrightsproject.submittable.com/submit/152399/individual-partnerships-events-manager** |
| **Opening Date** | **Deadline to apply: 11/25/19**  
**Applications will be reviewed as they are received, so apply as soon as possible.** |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at **mswjobs@central.uh.edu** with the hiring details of your new job opportunity. Thank you.