



Who We Are: Our mission is to prevent blindness and preserve sight. Prevent Blindness Texas is focused on advocating for improved health equity, empowering children, adults, and seniors to experience life at the highest level, and improving overall health, including physical and mental health, by preventing vision loss and addressing eye health issues across the entire health spectrum.

Who we are looking for: Individuals with a passion to be involved in the community to create change and improve the lives of the clients we serve.

Title: Special Events and Stewardship Manager

Reports to: Director of Strategic Partnerships and Development

Direct report (s) include: Volunteers; Interns

Status: Full-time; Exempt

Duties and Responsibilities:

The Special Events and Stewardship Manager provides leadership in executing exceptional special event experiences and building meaningful relationships with our donors. This position will support the efforts in soliciting event sponsorships, manage event logistics, lead stewardship efforts and support individual giving. The Special Events and Stewardship Manager, in partnership with the Development team and Development Committee, is responsible for helping to develop and implement key strategies to increase revenue, build brand awareness and steward donors. He/she is responsible for assessing market/regional needs and ensuring growth objectives are met. He/she works within the guidelines, policies, and mission of the organization and will be accountable and responsible in reporting to the Senior Leadership of PBT.

Event Fundraising:

- Manages all logistics and revenue generation for all special events across the state.
- Partners with Digital Marketing and Communications Coordinator to execute communications for fundraising events, donor engagement and stewardship.
- In partnership with the Development Team solicits donors and sponsors.

Stewardship:

- Strategizes with the development team to implement and manage donor stewardship program.
- In partnership with the Development Team, establishes goals, objectives and strategies for fund raising. Tracks progress and strategizes to meet goals.
- Provide leadership to PBT's corporate/strategic partnership fundraising efforts and a focus on identifying and fostering long-term partnerships that will support our programming and mission.
- Build and maintain relationships with a personal portfolio of donors.
- Ensure accurate database input, reporting, and utilization.

Community Engagement:

- Engage community leaders throughout the state to strengthen the presence and influence of PBT.
- Promote and connect the public to the mission of Prevent Blindness Texas across the state.
- Represent PBT in the community and build strategic partnerships throughout the state.

Other Duties:

- Participate in key volunteer committees as appropriate.
- Participate actively as an agency representative in collaborative partner networks and in related community activities.
- Perform other duties as required by Senior Leadership.

Qualifications:

- Experience with successfully managing special events and fundraising initiatives for at least three years.
- Ability to analyze data and make strategic decisions/recommendations to leadership.
- Significant experience with various marketing techniques, strategies and best practices and how they fit in with a development strategy. Special emphasis on online fundraising, corporate partnerships, special events and donor development/stewardship.
- Ability to function as a dependable team leader and team member.
- Promotes and demonstrates a culture of collaboration and transparency.
- Ability to cultivate, foster and engage key partners and various stakeholders.
- Successful track record of utilizing critical thinking and problem-solving skills in building programs and key relationships.
- Excellent written, oral, interpersonal, and presentation skills.
- Bachelor's degree in related fields such as marketing, business, communications, or community relations.
- Must be able to work some weekends and evenings.
- Ability to travel 25% or as required.

Please send resume and cover letter to hpatrick@pbtexas.org. No phone calls, please.

Salary range is \$45,000 to \$58,000