

EVENTS AND DONOR ENGAGEMENT SPECIALIST

Position Description

GENERAL INFORMATION

Matt Talbot Kitchen & Outreach serves the working poor and homeless in Lincoln, Nebraska. The faith-based nonprofit provides hunger relief, basic needs, substance use counseling, housing, case management, life skills training, and other homeless prevention services. This is a salaried exempt position. The Events and Donor Engagement Specialist shall be employed by Matt Talbot Kitchen & Outreach (MTKO) and report to the Director of Development. This is a salaried, exempt position.

GENERAL DESCRIPTION

The Events and Donor Engagement Specialist is responsible for planning and coordinating various special events as well as taking the lead on the corresponding communication, marketing and public relations. These main tasks will take place in addition to the execution of various donor management projects and donor engagement as assigned by the Director of Development and in support of the development team at MTKO.

QUALIFICATIONS

The Assistant Director of Events and Donor Engagement shall have a Bachelors Degree and related experience in event planning, marketing, donor management, or closely related position.

In addition, the Events and Donor Engagement Specialist will:

- ❖ Harbor a genuine interest in and concern for the homeless and working poor in our community.
- ❖ Demonstrate a commitment to and enthusiasm for the mission of Matt Talbot Kitchen & Outreach.
- ❖ Work as a team member with other professionals both within Matt Talbot Kitchen & Outreach and in the broader community.
- ❖ Exhibit excellent organizational skills and the ability to multi-task.
- ❖ Communicate effectively, both verbally and in writing, with diverse audiences.
- ❖ Possess or obtain knowledge of current and emerging trends in event planning and donor relations.
- ❖ Display technological competency with Word, Excel, PowerPoint, Bloomerang and other relevant tools.
- ❖ Collaborate with the media to engage various constituencies.

ESSENTIAL FUNCTIONS

1. Lead in the planning, implementation, completion and evaluation of special events and fundraising projects to meet or exceed fundraising goals. Direction and assistance from the Executive Director and development team can be expected.
2. Collaborate with the Director of Marketing & Communications to assist in creating a marketing plan for each event.
3. Assist in Developing content for email marketing and social media as it relates to events.
4. Simultaneously build a pipeline of new sponsorships while cultivating and stewarding existing ones.
5. Assist in maintaining the accuracy of donor management software and use said software to research information, compile statistics, gather and compute various data and prepare special and/or one-time reports and summaries.

6. Provide team support by attending relevant meetings, answering development inquiries, participating in weekend on-call responsibilities and representing MTKO in various capacities.
7. Enhance professional growth and development through participation in educational programs, cultural competency trainings, and workshops on donor management and special events.
8. Assist in maintaining donor mailing lists.
9. Suggest and implement ways to enhance the efficiency and effectiveness of development operations.
10. Occasionally coordinate the pick up and/or delivery of in-kind donations and steward donors accordingly.
11. Perform other related duties as assigned by the Executive Director or Director of Development.
12. Adhere to all policies and procedures of Matt Talbot Kitchen & Outreach.

AFFIRMING DIVERSITY/CULTURE

The Events and Donor Engagement Specialist, like all other employees, will be cognizant of our diversity and inclusion policy, which states: *Matt Talbot Kitchen & Outreach provides services without regard to sex, race, color, religion, ethnic or national origin, gender, sexual orientation, gender identity or expression, age, pregnancy, leave status, disability, veteran status, genetic information and/or any other characteristic or status protected by national, federal, state or local law.*

He or she will engage with all constituencies keeping this policy as a cornerstone of expected conduct. The Events and Donor Engagement Specialist will embrace the opportunities for consultation, training and feedback to advance cultural competence and inclusivity.

HE OR SHE WILL ALSO:

- ❖ Incorporate awareness and inclusion of the aforementioned characteristics of the persons seeking services.
- ❖ Conduct work with clients and staff that is fair and equitable and incorporates best practice standards concerning difference and inclusion.
- ❖ Seek consultation, training and feedback from colleagues in order to advance skills in providing culturally competent and inclusive services.
- ❖ Provide development opportunities for staff to advance knowledge and skill in cultural competence, diversity and inclusion.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- ❖ Visual skills satisfactory to read and complete reports and perform office duties.
- ❖ Oral communication skills satisfactory to converse on the telephone or a speaking engagement.
- ❖ Valid Nebraska Driver's License and proof of insurance is required.

This list of essential functions is not exhaustive and may be supplemented as necessary.

Approved: Susanne Blue, Executive Director

Date: May 15, 2017

Reviewed April 11, 2018 – no changes

Reviewed January 23, 2019 – no changes

Revised November 2021 –LFW changes