



REACH Beyond Domestic Violence is a non-profit organization working with survivors of domestic violence to foster safety and support while engaging communities to promote healthy relationships. Our programs include a 24-hour hotline, emergency shelter, support groups, legal advocacy, specialized children's services, community-based survivor advocacy programs, and community education and training.

At REACH, we believe that the way we do our work matters. The respectful, equitable relationships we work for in the world have to start with us. We do this work because we believe change is possible. We work with communities and individuals to change social norms and systems of oppression in order to prevent and ultimately end domestic violence.

### **Annual Giving and Events Manager**

Everyone at REACH has a positive, entrepreneurial spirit and a commitment to social justice. We are committed to building and supporting a diverse team of caring and dedicated people. We are excited to welcome an **Annual Giving and Events Manager** who thrives in a fast-paced setting and genuinely enjoys working concurrently on multiple projects while uplifting REACH's values. Candidates should bring a vibrant voice along with excellent project management skills and some experience in nonprofit fundraising.

The **Annual Giving and Events Manager** will support the Director of Development in managing individual donors contributing to REACH's annual fund and will be the point person for the organization's fundraising events including the *Reach for the Stars* Gala, Corporate Breakfast, Annual Meeting, and other stewardship events. We are seeking a self-starter with 3-5 years of experience in nonprofit fundraising and event planning who is looking for a growth opportunity.

The **Annual Giving and Events Manager** reports to the Director of Development.

### **Key Responsibilities**

#### **Annual Giving:**

- Partner with the Director of Development in the growth of REACH's individual giving program by managing relationships with repeat and mid-level donors while engaging new donors in creative ways.
- Maintain a portfolio of 150 donors who give at the \$500 - \$2,500 level to REACH's annual fund.
- Develop and maintain detailed prospect research on potential donors.
- Utilize CRM to run reports for donor outreach, mailings, and event invitations.
- Assist with planning and executing donor follow-up after special events.

- Assist in overseeing gift processing efforts while implementing a best-practice approach to receipt, acknowledgment, and stewardship of individual gifts and donors.
- Assist in maintaining the accuracy of tracking systems and database entries while maintaining the confidentiality of information.

**Events:**

- Manage the planning, coordination, and execution of all fundraising events including the *Reach for the Stars* Gala, Corporate Breakfast, Annual Meeting, and other stewardship events.
- Working with the Director of Development, conceptualize and plan new events for deeper cultivation and to spread awareness about REACH's work.
- Develop and maintain comprehensive event project plans and timelines in consultation with internal staff/volunteers and external partners.
- Secure event-related vendors including venues, caterers, photographers, AV/event production services, etc.
- Manage all event-related print and design products with external designers.
- Work with the Director of Development and the Communications and Marketing Manager to organize and facilitate event communications.
- Manage event budgets to ensure consistent quality and cost-effectiveness.
- Coordinate all elements of the *Reach for the Stars* Gala, REACH's signature fundraising event.
  - Work with an event planning company on event production and design, logistics, vendors, program management, etc.
  - Manage a hands-on volunteer committee that helps to plan the event by securing sponsorships and auction items. Lead discussions around event details and brainstorm ideas with committee members.

**Other Responsibilities:**

- Attend staff meetings and program meetings.
- Attend fundraising events.
- Assist with survivor-centered events or initiatives.
- Participate in cross-agency committees.
- Other duties as assigned by the Director of Development.

**All staff at REACH commit to:**

- Working to ensure that REACH's values are demonstrated in the policies and procedures of the organization, every day.
- Working in collaboration with colleagues in other programs at the organization, participating with internal committees, and engaging with external and coalition work related to the role and/or the organization.
- Participating in staff meetings and weekly professional supervision.

**Qualifications:**

- 3-5 years experience in nonprofit fundraising and event planning.
- Excellent interpersonal skills demonstrating the ability to establish solid relationships with donors and colleagues.

- Exceptional organizational and project management skills, attention to detail, and follow-through.
- Excellent writing and communication skills.
- Experience using a donor database.
- Ability to work both independently and as part of a team.
- Creativity, curiosity, and self-motivation to undertake diverse responsibilities. Ability to work in an environment involving multiple tasks and priorities.

This position requires local travel. Candidates must have a valid driver's license and a car and be willing to drive for appointments and events. REACH provides mileage reimbursement at the IRS rate.

**Work Schedule:**

- This is a non-exempt, full-time position, typically Monday – Friday daytime hours with some evening and weekend hours required for various events and donor cultivation.

**Compensation:**

- The salary for this position ranges from \$65,000–\$75,000 to be paid at an hourly rate.
- Comprehensive benefits package options including:
  - Generous PTO, health, dental, vision, Flexible Spending Account (FSA), Health Reimbursement Account (HRA), Dependent Care Account (DCA), retirement plan with employer matching up to 3% of salary contributed, and life insurance.
  - 20 Days (4 weeks) of Paid Vacation Time, 25 Days (5 weeks) after 3 years of employment.
  - 12 Days Paid Sick Time and 11 Paid Federal Holidays.

To apply, please send your cover letter and resume to Maria Duffy at [jobs@reachma.org](mailto:jobs@reachma.org).

REACH is an equal-opportunity employer and provides an inclusive work environment.