



Events & Stewardship Manager (full-time, salaried)

Position Summary:

The Events & Stewardship Manager plays a key role in supporting the fundraising goals of Loaves & Fishes. The position is responsible for all elements of special events including planning, tracking income/expense, managing the database, auction items and donations. The Events & Stewardship Manager works closely with vendors, volunteers, and other staff to ensure high quality events. The position manages stewardship activities which foster long-term relationships and support philanthropy at Loaves & Fishes. The Events & Stewardship Manager reports to the Director of Annual Giving.

Responsibilities:

- Serve as the lead in the planning and implementation of signature fundraising events in collaboration with other team members.
- Play a key role in meeting the recruitment, implementation, and revenue goals for each fundraising event.
- Coordinate event day set-up, registration, and check out.
- Build successful relationships with vendors, event participants, sponsors, and volunteers.
- Work with Director of Marketing & Communications to promote accurate, consistent event information throughout all event communication channels.
- Use event database to track ticket sales, sponsorships, donations and in-kind contributions.
- Assist with procurement, management, and fulfillment of auction items.
- Negotiate contracts for event venues, vendors, and suppliers.
- Execute the stewardship strategy including new donor welcome cards, donor-versaries, management of the Gratitude Group, and other touch points.
- Process thank you letters for identified donors.
- Support the CEO and Advancement Department initiatives and projects as needed.
- Advance the mission, vision, and goals of Loaves & Fishes in concert with the Advancement Team and senior leadership.
- Embody the Loaves & Fishes values of Compassion, Dignity, Health, Hope and Service, as well as DEI principles.



Job Requirements and Qualifications:

- Bachelor's degree or equivalent experience in relevant field
- Database experience
- Tech savvy with aptitude for adapting to ever-changing digital platforms
- High level of proficiency in Excel
- Detail oriented
- High level of integrity and confidentiality
- Ability to collaborate with other team members
- Availability to work occasional evenings and weekends
- Passion for the mission of Loaves & Fishes Community Services

Compensation:

- Competitive salary based on experience
- Comprehensive benefits package

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.