

## POSITION DESCRIPTION



**JOB TITLE:** Events/Individual Giving Coordinator

**REPORTS TO:** Executive Director

**COMPENSATION:** \$24/hr – \$28/hr. Full time (40 hours/week) includes Dental, Vision, and Health insurance, 5 PTO Days (year 1), 11 holidays, 2 week winter break (Christmas and New Year's Day are included in winter break), & 403(b) retirement plan

**Application Deadline:** Please send a cover letter and resume to [hr@mixteco.org](mailto:hr@mixteco.org) Open until filled.

### Organization Summary:

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

### Position Summary:

MICOP a nonprofit is searching for an Event/Individual Giving Coordinator to support the success of the MICOP's fundraising events and increase the individual donor base of the organization. This is a unique opportunity for a development professional to play a key role in a small but growing development team at a transformational moment for the organization. Reporting to the Executive Director, this new position will be responsible for a) planning and executing special annual fundraising events such as Night in Oaxaca, Tequio Rising, Indigenous Knowledge Conference, Radioton, among others and b) identifying, cultivating, recognizing, soliciting and stewarding current and prospective individuals giving between \$500 - \$25,000 in support of MICOP's mission. This position will be based in Oxnard, CA.

### Key Duties and Responsibilities:

#### Coordinate and Execute Events

- Works with staff and volunteer leadership to assist with planning, coordinating and implementing events designed to raise funds for and to promote community awareness of MICOP's programs and services.
- Responsible for meeting an annual revenue target by working with an assigned portfolio of donors and prospects to increase event sponsorship.
- Research, propose and secure possible venues for functions based on budget, geography, accessibility, aesthetic appeal and availability.
- Plan, coordinate, execute and review smaller special events and regional events for the Board of Directors.
- Contract for services from vendors including caterers, florists, parking services, photography, etc.
- Develop staffing plans to ensure quality standards are met.
- Travel to some assigned regional events to provide on-site support and management, working with staff, administrators, and hosts.
- Collaborate with the leadership staff in the creation and distribution of event invitations and the tracking of responses.
- Determine benchmarks for success prior to each assigned event, evaluate their effectiveness after the event, and incorporate improvements in future planning.
- For recurring events, recommend revisions to event plan for future versions as appropriate.
- Maintain master event files and documentation to aid in planning and executing future events
- In coordination with supervisor and finance department develop and manage budgets for assigned events.
- Negotiate all financial commitments for delivery of products and services by outside vendors for assigned events using MICOP's procurement and purchasing policies.
- Verify invoices and arrange for payment of approved event expenses. Ensure procurement procedures are followed for any Purchase Requests and payment of invoices.

- Ensure event stays on budget, monitoring financial commitments during lead-up to event and making alternate arrangements if cost overrun appears likely.
- Works with Communications Associate to develop materials related to events including external communications, printed event materials (including but not limited to signage, programs, nametags, etc.) and event scripts.
- Maintains spreadsheets of all special event timelines.

### **Individual Giving**

- Manage and grow a portfolio of approximately 100 major donors giving between \$500 - \$25,000
- Develop and manage a pipeline of major donor prospects. Analyze research to identify the best prospects in our donor file, and implement a system to qualify, cultivate and upgrade donors.
- Collaborate with the organization's Grant-writer, Communications Associate, Executive and Associate Directors to steward and solicit this group via mail and email and to proactively identify prospects for increased giving.
- Work with the Operation Manager and Grant-writer to create and maintain a moves management system and to generate reports in the database.
- Recording and tracking donor contracts and payments, reviewing and submitting event related invoices for payment, writing acknowledgement and thank you letters, assembling donor solicitation packets, creating and updating donor/program related forms, researching both monetary and in-kind funding sources, writing solicitation letters, executing mass mailings.
- Track and steward a small but growing number of legacy donors.
- Draft and send gift acknowledgments to major donors.
- Draft reports and proposals to individuals and small family foundations.
- Update donor records in contact management system following all donor interactions.
- Carries out any additional assignments required to fulfill the mission of MICOP

### **Qualifications and Experience**

- Bachelor's degree required; advanced degree is highly desirable.
- Minimum 3-5 years of special events experience, nonprofit events preferred. Minimum 2-3 years of fundraising experience preferred. Corporate and/or Business-to-Business sales leadership experience may be substituted for fundraising experience.
- Significant expertise with the area's funding community highly desirable. Progressive experience in successful development programs and knowledge of "best practices" in development.
- Ability to relate well and work effectively with multiple constituencies and audiences. Exceptional verbal and written skills. Knowledge of office systems: MS-Office preferred and fundraising database systems (e.g. Donor Perfect).
- Highly organized and detail oriented to manage event timelines and marketing processes. A team player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation.
- Ability to work collaboratively and build strong and effective internal and external relationships
- Knowledge of moves management and cultivation and solicitation strategies
- Requires occasional travel within the region.
- High proficiency English and Spanish, both written and spoken. Indigenous language skills such as Mixteco, Zapoteco or Triqui are highly desired.
- Commitment to diversity, equity and inclusion and the mission of MICOP.

### **Employee Status: Non Exempt**

**Hours:** Typically, Monday-Friday 9:00 a.m.-5:30 p.m.; occasional nights and weekends required as needed to support special events and related committee meetings

*We know there are great candidates who may not fit into what we've described above or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. We are dedicated to improving our organization. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. And we are taking steps to meet that commitment. We especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people etc. MICOP is an Equal Opportunity/ Affirmative Action 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.*