



Events Manager & Development Associate

Mission Statement

Hope, healing, safety, social change.
Working together to end domestic and partner violence.

Vision

A community unified in peace, justice, and equity,
for the safety and well-being of every individual.

Statement of Welcome and Affirmation

*DOVE welcomes refugee and immigrant survivors
both documented and undocumented; people with disabilities;
people who are D/deaf or hard of hearing; BIPOC (Black, Indigenous, and other People of Color);
LGB, Queer, Trans, and Non-Binary individuals; people of all religion and faith beliefs; and
individuals whose first language is not English.
DOVE welcomes people of all identities, including those not named.*

Organization Summary

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and has since grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization in Norfolk County. DOVE provides a range of services for individuals who have experienced abuse, including a 24-hour hotline, emergency shelter, safety assessment and planning, supportive education and counseling, support groups, legal assistance, assistance accessing governmental and community-based services, and community outreach and education. At DOVE, we believe that all people have the right to live free from the fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships for all. DOVE recognizes that oppression and historical and systemic inequity are root causes of problems we strive to address with and on behalf of survivors. We acknowledge that it is impossible for us to fulfill our mission without creating an equitable and inclusive environment for our staff, partners, and people we serve.

Job Purpose

The Events Manager and Development Associate works as a senior member of the Development and Communications team, reporting to the Director of Development and working with the Communications and Development Associate to lead the organization in implementing all fundraising events, house parties, community-based events, and support DOVE's Annual Fund and major donor efforts. Overall area of focus is to (event management) engage prospective and current donors to donate funds, goods and services to increase philanthropic support for DOVE's work thereby contributing to the overall success of the organization. Actions to achieve that goal will include, but not limited to,

planning, executing, and managing events such as our two galas each year, house parties, community-based events, and other related events; leading volunteer event committees; identifying, cultivating, soliciting (at times), and stewarding prospective and current donors; and (development associate) co-manage the Annual Fund of individual, major donor, and corporate giving.

Event Management (45%)

Manage two annual galas (Harvesting Hope and Let's Dance), house parties, community-based events, and other benefit events working in collaboration with the Director of Development, Communications Associate and other staff, event committees, and board members. The Events Manager and Development Associate will:

- Plan and manage event timelines, action plans, and budgets for all elements of events .
- Coordinate event sponsorship by developing and implementing strategy for identifying existing and prospective sponsors including their solicitation and stewardship
- Staff event committees, taking meeting minutes, coordinate task delegation, tracking members' progress; manage logistics while motivating and engaging committee members
- Engage event attendees/supporters by identifying, soliciting, and stewarding table captains, donors of items for auctions, etc. with a strategy for approach, growing relationships, and follow-up throughout the year
- Secure items for auctions, raffles, etc. Package items and create descriptions for promotional communications, event implementation, etc.
- Utilize DOVE's donor database/event management software and other internal systems, provide real-time information and reporting on progress of event fundraising, sponsorship activity, and attendance against clearly outlined goals
- Manage/oversee the creation of invitation lists for each event and collect/track RSVPs
- Enter all data into Greater Giving and Bloomerang databases promptly
- Reconcile event revenue and expenses with accountants
- Manage/oversee the creation of all necessary collateral materials, e.g. invitations, signage, etc.
- Manage event logistics; work with venue staff and contractors/vendors (food, MC, auctioneer, entertainment, AV, design/printers, mailing vendors, videographers, photographers(s), etc.)
- Organize program staff, intern, and volunteer participation in events including clearly identifying roles and providing prep support
- Proactively establish plans for and implement prompt event follow-up with attendees, donors, board, and committee members, volunteers, staff, and vendors to include post-event calls, thank you correspondence, etc.
- Develop and coordinate post-event analytics and evaluation, including return on investment analysis to ensure continued success of events and sustainability
- Identify potential adjustments, adaptations, and necessary changes as needed and incorporate into future planning
- Liaise with organizers or hosts ensuring staff representation (development and/or program) at events as requested and support event publicity/promotion
- Other duties and new areas of interest as determined with supervisor

Donor and Fund Development (45%)

The Event Manager and Development Associate will assist in identifying, cultivating, soliciting, and stewarding prospective and current individual and corporate donors. In coordination with the Director of Development, the Event Manager and Development Associate will co-manage the Annual Fund and major donor program. Specific responsibilities include working in collaboration with the Director of Development, Executive Director, Events Committee, and the Board of Directors to engage as follows:

- Cultivate DOVE's donors to encourage increased philanthropic support. Responsible for relationship management for donors of up to \$1,000 and co-management of major and corporate donors while developing and implementing strategic donor cultivation, solicitation, engagement, and stewardship plans;
- Initiate and implement donation drives, engage individual, corporate, faith-based organizations, community groups, and other supporters to reaching donor participation;
- Co-facilitate DOVE's Holiday Assistance Program;
- Coordinate corporate and other community group service projects and engagements as feasible and beneficial to DOVE's work;
- Coordinate volunteer engagement (recruitment, oversight, supervision, etc.), particularly for fundraising events, and liaise with program staff as appropriate;
- Participate in development projects, both clerical and complex, to include: mailings, donor outreach, holiday initiative, and donor and prospect research; and
- Coordinate the planning and logistics of meetings such as Board Committees, Advisory Council, etc., as needed.

Additional Responsibilities (10%)

- Attend staff/team and committee meetings, Board and its committee meetings as needed, and internal and external trainings;
- Perform administrative and clerical tasks as needed to support the organization;
- Stay abreast of trends, news, research, and emerging and best practices in philanthropy, fundraising, and development;
- DOVE has committed 5% of all staff time to participate in active learning regarding justice and equity issues, including regarding race, gender identity, sexual orientation, ability, etc., to include reading, listening to podcasts, watching webinars, videos, etc. Active discussion with peers is encouraged. For BIPOC and LGBTQ/T staff, time can include commitment to self-care and resilience- building as needed; and
- Complete other duties as assigned as determined in conjunction with the Director of Development.

Key Qualifications, Skills, and Characteristics

There are a multitude of ways to learn, grow and excel professionally and we know that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. With this in consideration, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below:

- Well organized, have excellent attention to detail, and have the ability to manage multiple tasks at a quick pace, follow through to completion, manage competing demands and activities by prioritizing and communicating clearly and meet deadlines
- Ability to work effectively, collaboratively, and creatively in a team-oriented environment.
- Proven experience with event planning and execution
- Experience with donor cultivation and stewardship
- Strong organizational skills and attention to detail
- Strong written and oral communication skills
- Experience working in Bloomerang and Greater Giving or like CRM system preferred or a proven ability and willingness to learn new systems quickly is critical.

- Tech-savvy; excellent computer skills, with a high level of proficiency with the internet and technology, including websites, social media, Word, Excel, and PowerPoint
- Strong professional presentation skills and ability to work well with key stakeholders
- Creative thinking and problem-solving skills

Requirements:

- Must have valid MA driver's license, reliable transportation, and willingness to travel within DOVE's service area;
- Additional compensation of \$2,000 gross annual is available for proficient language skills preferred in DOVE's catchment area, including: Spanish, Portuguese, Haitian Creole, Vietnamese, Mandarin, Cantonese, Hindi, Urdu, Arabic, and/or ASL
- Must be committed to DOVE's mission, vision, core values, and practice philosophies in ending violence and oppression, using empowerment practice, and promoting social justice/change;
- Must provide documentation of 35 hours of domestic violence training upon hire, or complete DOVE's 35-hour Domestic Violence training within first year of hire;
- Ability to climb and descend stairs and lift/carry up to 30 pounds;
- A CORI background check is mandatory. CORI History will be reviewed and may disqualify candidates.

**** DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including QTPOC, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.*

Work Schedule:

Full-time (35-hour work week), non-exempt position, generally Monday-Friday 9:00am-4:00pm. The incumbent may be required to work at other times according to organizational needs to conduct and/or attend trainings, meetings, outreach events, fundraising events, etc. as this may include evening and occasional weekend hours.

Compensation & Benefits:

DOVE is committed to working for racial, social, and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities.

- The salary for this position is between \$50,000-\$60,000 commensurate with skills and experience
- Paid time off: Vacation (3 weeks in Year 1, increases at Year 3), Personal Days (3 days/year), Sick time (12 days/year), and 13 Holidays
- Insurance coverage (70% Health/Dental and PFML, 100% Short-Term Disability and Life)
- Flexible Spending Account
- Opportunity for individual to establish and contribute to retirement account; employer match up to 4%

DOVE is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristics protected by federal, state, or local law.

Application Instructions:

To apply, send cover letter and resume addressed to: Thomas Leavitt, Director of Development of DOVE, Inc. to tom.leavitt@dovema.org. Applications will be considered until the position is successfully filled. Applications or resumes without a cover letter expressing interest in employment at DOVE will not be considered.

For more information on DOVE, see our website: www.dovema.org