



## POSITION DESCRIPTION

<b>Advancement Manager</b>	
<b>Department: Advancement</b>	<b>Status: Regular Full-time, Exempt</b>
<b>Reports to: Director of Advancement</b>	<b>Last Reviewed: December 2024</b>
<b>Titles reporting to this role: None</b>	<b>Next Review Date:</b>

### *Position Summary:*

Under the direction of the Director of Advancement, the Advancement Manager is responsible for managing Casa Central's events and volunteer programs to achieve organizational goals and foster meaningful engagement with donors, volunteers, and the community. This role oversees the planning, execution, and promotion of special events, including the Annual Gala and other program-specific activities, while managing volunteers and supporting fundraising efforts. The Advancement Manager serves as the agency liaison to the Emerging Leaders Auxiliary Board (ELAB), oversees all corporate volunteer projects, and conducts agency tours. The Advancement Manager collaborates with the Marketing and Communications Manager to ensure the successful promotion of all events and agency activities.

### **Essential Duties and Responsibilities**

Include the following, other duties as assigned:

#### *Events Management*

Lead and manage the Annual Gala and other agency-wide events, including the Spring/Summer Event, Holiday Magic, and support other program-specific events such as the Back-to-School event, the Health Fair, and Harvest Fest. Collaborate with internal departments and program staff to align event goals with organizational priorities. Arrange all aspects of event gatherings, including planning, timelines, venues, vendors, logistics, catering, entertainment, A/V, transportation, and staffing while complying with all federal, state, and local laws. Develop and maintain event budgets, ensuring cost-effectiveness and adherence to projections. Lead the negotiation of event contracts and service agreements and build strong vendor relationships. Manage ticket sales, registration, event set up, check in, and event volunteers. Manage event data recording, tracking, and financial reporting. Gather, record and track all in-kind gifts. Consult with departments/programs to determine event requirements that involve the community, constituents, donors, volunteers, business partners, board members, ELAB, and any other partnerships. With program events, such as Holiday Magic, work with program directors to collect wish lists, identify gift sponsors, and facilitate all contact between sponsors and programs. Collaborate with the Marketing and Communications Manager to develop promotional strategies, publicity, and (digital and print) materials for events. Ensure seamless guest experience and provide post-event acknowledgements, post-event surveys, and reports with outcomes and recommendations to improve future events.

#### *Volunteer Program and Emerging Leaders Auxiliary Board (ELAB)*

Responsible for the execution and management of all aspects of the volunteer program, such as onboarding, developing goals, evaluations, recording and tracking volunteer participants, their activities and donations. Plan and coordinate corporate volunteer projects and activities, fostering relationships with community and business partners. Serve as the primary liaison for the Emerging Leaders Auxiliary Board (ELAB). Recruit and interview potential members, onboard new members, schedule/plan/facilitate meetings, and support members in achieving fundraising and engagement goals.

### *Marketing and Communications*

Collaborate with the Marketing and Communications team to support events and volunteer activities through promotions, publicity, newsletters, social media, press releases, communications materials, agency announcements, and other channels. Work with the Advancement team to create event themes and campaigns, ensuring alignment with organizational branding and messaging. Develop promotional materials and manage event-related updates on the website and social media platforms. Work with the Advancement team to manage budgets to stay within the cost projections.

### *Fundraising Campaigns*

Partner with the Advancement team to produce and execute fundraising campaigns, including online giving campaigns, crowdfunding, and peer-to-peer fundraising initiatives. Support the planning and implementation of annual fundraising campaigns, including Giving Tuesday, Holiday Magic Gifts, the Year-End Campaign, and McDonald's Hispanic Owner & Operators Association (MHOA) gym shoe drive. Interact with new potential members, corporate volunteer groups, current/prospective donors, etc. Identify small grant opportunities and assist with proposal submissions and outcome reporting.

### *Stewardship*

Organize program tours and partner site visits to engage current and prospective donors. Collaborate with the Advancement and Grants teams to strengthen donor and prospective donor relationships and recognition efforts.

### **General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift, and drug and alcohol screening, as well as aptitude and skills testing, where applicable.

### **Education/Experience:**

Bachelor's degree required, preferably in nonprofit management, event planning, marketing, or a related field; equivalent experience considered.

Minimum of 2 years of experience in a nonprofit organization's Development Office, working on event planning, volunteer coordination, and/or nonprofit fundraising and marketing and communications.

Proven success in managing large-scale events, including galas or similar fundraisers.

Strong organizational and project management skills, with attention to detail and ability to manage multiple priorities. Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.

### **Language Skills:**

Bilingual Spanish preferred.

**Computer Literacy & Knowledge Skills Abilities:**

Must be computer literate and proficient in Microsoft Office 365 suite. Must possess a clear understanding of social media platforms. Ability to work with Microsoft Teams. Ability to multitask and prioritize. Strong verbal and written communication skills. Ability to work independently and with a team. Ability to use good judgment when making independent decisions, with excellent attention to detail.

**Mathematical Skills:**

Basic skills needed to work with fiscal matters, budgets, and expense reports.

**Operating Environment and Working Relationships:**

Is an integral member of the Advancement Team involved in fundraising efforts, stewardship of donors and agency supporters, and developing and disseminating information about agency work to outside audiences. Works collaboratively and routinely with all Casa Central Programs and departments. Ability to work evenings and weekends as required for events and activities. Occasional travel within the Chicago area for program tours and community engagement.

**Decision-Making Authority:**

Exercises discretion and independent judgment in executing tasks.

**Remote Work/Technology (WIFI)/Mobile Phone Usage:**

Eligible for remote work and requires the use of a personal mobile phone. Reference Casa Central's Flexible Work Arrangement Policy for reimbursement information.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and listen. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without

accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:**

**Date/ Fecha:**

