Development and Events Manager

- Part-time position (30 hours a week)
- Based in downtown Los Angeles
- Starting by July 15, 2022

The Events and Development Manager ensures CCA’s fundraising backend systems are well functioning and our events are well executed. The position reports to the Development Director and is responsible for the seamless integration of CCA’s events with the organization’s donors, sponsors, media, program, and communications efforts. The ideal candidate works an average of 30 hours per week, including periods of intensive work around major events and occasional weekends and evenings when needed. Minimal travel is required.

About Coalition for Clean Air
Established in 1971, CCA is a nonprofit whose mission is to protect public health, improve air quality and prevent climate change. In addition to major policy victories that have brought us closer to clean air, we run the largest air quality awareness campaign in the State: California Clean Air Day.

Duties and Responsibilities
Donor Relations & Administration
- Enter donations into Donor Perfect system for tracking, provide regular reports to Development Director
- Create and mail/email donor thank you letters
- Monthly Reconciliation of Donor Perfect database with QuickBooks Online (QBO) entries with Office Manager (QBO entries handled by Office Manager)
- Strategize with development team regarding individual and major donor cultivation

General administration
- Assist with budgeting and budget tracking
- Assist with Clean Air Day tracking and approval process
- Assist Clean Air Day committees

Special Events
Manage, produce, and coordinate events, including fundraisers, program events, online webinars and meetings, as well as networking events online and in-person.
- Manage event logistics and internal communications including staff responsibilities, guest lists, contracts, venue, menus, photography, seating charts, and other event production tasks
- Manage registration and sponsorship sales (invoicing, collecting A/R etc.)
- Manage event budgets with an eye to cost-cutting without reducing the quality of the event
- Draft event-related correspondence (e.g., sponsorship solicitations, thank you letters, blog updates, invitations, honoree requests, etc.)
- Create and track event budgets and timelines
- Oversee work produced by designers, printers, caterers, and other event vendors
- Draft and issue regular event status reports
- Other event-related activities as assigned

Marketing and Media
- Assist with list management and the creation and distribution of email blasts
- Assist in creation and oversee design and printing of annual appeal

Position Qualifications
Qualified individuals should be able to demonstrate the following skills and experience:
- At least 3 years of work or related experience in event and nonprofit management responsibilities
- Experience with word, excel, outlook and google docs is a must
- Education: Bachelor’s degree (B.A./B.S.) preferred, an equivalent combination of education and experience may be accepted as a satisfactory substitute
- Ability to manage multiple tasks and responsibilities efficiently and effectively with an acute attention to detail
- Ability to communicate effectively verbally and in writing
- Fluency in using MS Office application, including knowledge of donor database systems
- A personal commitment to improving air quality and preventing climate change

Physical Demands
- 70-85% of time sitting; 5-15% of time standing; and 5-15% of time walking
- More than 75% of time using eye, hand and finger coordination and more than 60% of time using a computer (keyboarding) and telephone equipment
- Some travel is required
Compensation:
Compensation for the Events and Development Manager is $27.50 to $32.00 per hour depending upon qualifications and experience, plus a generous pro-rated benefits package. Benefits include medical, dental, vision, and life insurance, as well as up to a 3% match for retirement savings. All Los Angeles office staff are eligible for reimbursement for the cost of using public transit to commute to and from work.

Additional Information:
The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. CCA reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment. subject: Events and Development Manager Position. Coalition for Clean Air is an Equal Opportunity Employer. People of color are encouraged to apply. Position will remain open until filled.

To apply:
Send cover letter and resume to brian@ccair.org