



Join Our Team!

Events and Development Coordinator

The Virginia Sexual and Domestic Violence Action Alliance (Action Alliance) is hiring a full-time, exempt **Events and Development Coordinator**. As part of the Development and Outreach Team, this position promotes a positive and engaging experience for all who interact with the Action Alliance. The Events and Development Coordinator coordinates sites and logistics and provides on-site event support for cross-agency events and helps to grow the coalition's fundraising program.

We're looking for an energetic, detail-oriented planner and problem-solver with demonstrated experience at organizing large events and managing communications with event registrants, members, and supporters with grace and tact. The ideal candidate will be able to engage diverse audiences during in-person, virtual, and hybrid events. This person will be excited about building the capacity of the Action Alliance by helping to grow our development program. The ideal candidate is also committed to the Action Alliance's anti-oppression and trauma-informed principles as integral to ending sexual and intimate partner violence.

The position requires demonstrated experience with virtual and in-person event planning, attention to details, effective communication skills, ability to manage multiple deadlines at once, and working with CRM platforms and databases. Also required is a knowledge of Zoom and/or other virtual meeting platforms, an eye for graphic design, and familiarity with fundraising principles. Preferred candidates will have experience with ensuring events and materials are accessible.

The starting salary range for this position is \$45,000 - \$55,000/year. The Action Alliance offers a generous benefits package and an outstanding and flexible work environment. This position, along with all staff, is temporarily remote, and is being continually reviewed in accordance with public health safety guidelines. This position is based in Richmond, VA.

All interviews will be conducted over Zoom. First round interviews will take place July 15th and 16th and possible second round interviews on the 28th and 29th. The ideal start date for this position is August-September 2021.

Please submit a cover letter (address the specific job duties, minimum qualifications, and specific demonstrated experience), a resume or CV, and two to three (2-3) references by July 5, 2021 to jobs@vsdvalliance.org and include "Events and Development Coordinator" in the subject line.

OUR MISSION

The Action Alliance has been Virginia's leading voice on sexual and domestic violence for over 40 years and enhances response and prevention efforts through training, public policy advocacy, public awareness programs, and technical assistance to professionals.

The Action Alliance, a diverse group of individuals and organizations, believes that ALL people have the right to a life free of sexual and domestic violence. We will use our diverse and collective voice to create a Virginia free from sexual and domestic violence—inspiring others to join and support values of equality, respect and shared power. We recognize that sexual and domestic violence are linked to other forms of oppression, which disproportionately affect women, children, and marginalized people. Understanding the great harm racism has created for individuals, families, and our communities in Virginia, we commit to building within the coalition an anti-racist framework from which to address sexual and domestic violence.

The Action Alliance is an Equal Opportunity Employer. Black, Indigenous, and other people of color; women; LGBTQ+ candidates; and people of diverse backgrounds are strongly encouraged to apply. We are committed to a diverse workplace and to supporting our staff with ongoing career development opportunities.



Events and Development Coordinator 2021

The Events and Development Coordinator promotes a positive and engaging experience for people who interact with the Action Alliance. The Events and Development Coordinator coordinates sites and logistics and provides on-site event support for cross-agency events and helps to grow the coalition's fundraising program. This position is part of the coalition's Development and Outreach Team that is supported by executive staff and a strong group of Governing Body and membership volunteers.

The work of the Events and Development Coordinator:

- **40% Event Planning, Coordination, and Logistics**, for Action Alliance project, training, and development events and conferences, including site selection and contracts, on-site support, management of registrations and meals and parking so that selected sites are optimal and accessible for the event, participants have the information and support they need to attend the event, and the objectives for the event can be met.
- **20% On-site Event Support**; including set-up and clean-up, welcoming attendees, in-person event registration, IT, and other on-site tasks so that event participants have a positive experience. In the virtual setting, this includes participating as technical support for Zoom trainings.
- **15% Coordinate Member and Donor Development and Retention**; including data entry into CRM, processing gift acknowledgements, data hygiene maintenance, and CRM queries for mailings.
- **10% Planning and coordination** of annual Staff Retreat with Strategic Development Group including identifying focus, site, and facilitators and planning for Retreat logistics including coverage of the statewide Hotline so that staff receive regular opportunities to connect and strategize across teams and build their capacity to move the coalition forward.
- **10% Actively Participate in Teamwork, Planning and Agency Stewardship**, including development of expertise directly related to performance of job, engagement in movement building work, and participating in a variety of team support tasks.
- **5% Actively Participate in Strategic Development Workgroup**, which coordinates internal and external leadership development activities and advances initiatives connected to the Action Alliance Theory of Change.

The skills of the Events and Development Coordinator:

- Passion for working to support the larger Action Alliance goals of building a better world.
- Engaging communication skills—on paper and in person.
- A real love for fun and connection with people.
- Energy and positivity in the spaces in which they work.
- Direct and compassionate communication and negotiation skills and ability to work in a self-led team.
- Experience with most of the kinds of activities that are part of the job; someone who is good at researching and working with vendors, member agencies and the public; has experience with donor databases/CRMs; and also good at creating a welcoming, positive, and accessible social justice-oriented environment, both in person and virtually.
- Life experience that has developed their sense of the importance of working together to advance social justice, healthy relationships and healthy sexuality.

Building the Larger WE:

The work environment at the Action Alliance requires a high level of personal and group responsibility—for managing your work, reflecting on interpersonal dynamics, and understanding how oppression and intersectionality shows up in our workspace and our lives. We use a group supervision process within our teams. We have a deep commitment to diversity within the staff—you will be working with folks across generations, from many different racial and ethnic backgrounds, and people who identify across the gender and sexual orientation spectrums. We are an equal opportunity employer.

Coalition Development and Outreach Team is responsible for communications with members, friends and public; marketing services and projects; and fund development.

As a Coordinator on the team your responsibilities will include taking on one or more team coordination tasks, representing the Action Alliance on internal coordination meetings, and/or preparing information for grant/agency reports.

About the Job:

This is a Tier 2 full-time, exempt, position with a starting salary between \$45,000 and \$55,000. The benefits package includes health, dental, vision, disability and life insurance, an optional flexible savings account for health and/or dependent care expenses, and a retirement benefit for employees who have completed two years at the agency. We offer many opportunities for professional development, flexibility in the workday, generous leave, and other types of workplace support.

This position requires regular statewide travel and periodic national travel.