



Development Events Coordinator

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences, and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2024-2028 Strategic Plan and Comprehensive Campaign. Embedding the core principles of Diversity & Inclusivity, Sustainability, and Organizational Excellence into each pillar of the strategic plan, we are focusing on advancing the five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding, and Engagement & Education. We welcome and appreciate your contributions to Filoli.

SUMMARY

Reporting to the Development Manager, the Development Events Coordinator will be a critical contributor to the planning, execution and delivery of high-quality donor experiences, including fundraising events and special programs.

Filoli currently hosts three on-site fundraising events: Summer Solstice Soiree (June), Harvest Dinner at the House (September) and Holidays at Filoli Opening Night Dinner (November.) Additionally, Filoli develops and implements year-round donor and member cultivation and stewardship opportunities.

An exceptional donor experience is at the heart of Filoli's fundraising strategic plan to create a more personalized approach to identifying donor interests and aligning them with giving opportunities. As Filoli embarks on a comprehensive capital campaign, the Development

Events Coordinator provides event guests with unique opportunities for inspiration and deeper engagement.

As a new position, the Development Events Coordinator grows the Development team's capacity to deliver the best event experiences Filoli can offer to a new, expanding audience of supporters.

This position is full-time, non-exempt and hourly. Depending on candidate experience, the hourly rate range is \$33.00 to \$36.00. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. This position will have flexible scheduling including weekend/evening service as needed. The schedule will be based on business needs so flexibility will be important.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Donor Event Logistics (60%)

- In partnership with the Development Manager, create a comprehensive annual strategy for fundraising events and seasonal activities or programs to cultivate and steward existing, new and diverse donors or prospects;
- Work together with Development Manager, the Events team and/or Event Planning consultants to support the logistical management of Filoli's fundraising events, ensuring the smooth and successful execution;
- Ensure weekly tasks are completed by responsible parties and departments according to agreed timelines and schedules. Proactively raise any foreseeable risk for meeting deadlines or time-sensitive objectives to leadership;
- Determine staff, volunteer, and internal vendor needs for events and serve as their primary point of contact;
- Keep accurate budget records for all expenses and provide revenue reports on ticket sales and sponsorships;
- Establish regular reports and metrics to determine the effectiveness of event programming, staff efforts, and guest satisfaction;
- Prepare event fundraising progress reports for leadership, tracking progress and performance against goals;
- Assist Development Manager in preparing and managing annual event budget;
- In partnership with the Stewardship and Donor Engagement Coordinator, provide concierge service for Board members and Leadership donors, including scheduling private meetings, lunches or tours;

Event Communications (25%)

- In partnership with the External Relations team, help create content and provide input for the Filoli website and social networking sites pertaining to fundraising events and programming;
- Collaborate with the Marketing Department to conceptualize, design and execute printed and digital materials needed to successfully promote and market external events;
- Communicate regularly with event sponsors and/or prospective event guests regarding event details, dietary restrictions, special requests, questions, and post-event follow-up;

Data and Records Management (15%)

- Create events in the database and manage the tracking and follow up for ticket sales and sponsorships;
- In partnership with the Stewardship and Donor Engagement Coordinator, ensure all guest information and substantive communications are entered into the database.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational, core competencies and skill requirements listed below:

Education: Bachelor's Degree required.

Core Competencies:

- **EVENTS EXPERIENCE** - A minimum of two years of events experience in a comparable institution, program, or function. Working knowledge of databases, with experience in Blackbaud Altru or similar customer relationship management system (CRM) preferred. Knowledge and understanding of trends and best practices in the philanthropic sector.
- **PROJECT AND PROGRAM MANAGEMENT** – Possesses cross-functional collaborative capacity as well as a high level of organizational skill. Ability to lead projects and either take direction or work independently as the situation requires.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions, with understanding of the inherent risks and the implications of making tough decisions.

- PEOPLE– Capacity to interact confidently and effectively with Filoli’s many constituencies including staff, Board members, community partners, individual and institutional donors, and community supporters.
- COMMUNICATION – Exceptional oral and written communication skills including the demonstrated ability to research, and analyze information, compose reports and correspondence, and present data in a clear and inspiring manner.
- PROBLEM SOLVING– Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems.
- CULTURAL– Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and worldviews. View racial and cultural differences as assets to the organization.
- DIVERSITY, EQUITY, AND INCLUSION – Committed to Filoli’s dedication to integrate accountability across all efforts to support and sustain an equitable organization. Demonstrate a passion for advancing organizational DEI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- COMPUTER SKILLS – Strong capacity for using donor databases. Proficiency with Google Suite and Microsoft Office applications.
- AVAILABILITY – Maintain a flexible work schedule that includes evenings and weekends to meet the demands of the role.

Skills and Abilities:

- Detail and results orientated with intentional use of data to improve performance and process information to make astute recommendations and/or decisions;
- Demonstrated experience building successful, productive, and collaborative relationships with colleagues and external constituents;
- Be an effective communicator who is articulate and persuasive in written and spoken communications -- adept at crafting donor correspondence and materials and making presentations to a variety of audiences;
- Display a high level of integrity and dependability with a strong sense of customer service, urgency, results-orientation, diplomacy, confidence and good humor;
- Demonstrate a deep commitment to and enthusiasm for the mission and vision of Filoli;
- Possess a strong connection and commitment to San Francisco, Peninsula, and Silicon Valley fundraising community;
- Ability to think strategically while executing tactically within a resource-constrained environment;
- Highly motivated and energetic, ability to show initiative and work independently;

- Ability to respectfully ask questions, challenge, and communicate both positive and difficult messages to subordinates, superiors, and peers; Speak about issues truthfully and without blame;
- Sound judgment regarding the appropriateness of guarding confidentiality to protect the privacy rights of colleagues or donors;
- Ability to work in a fast-paced, change oriented environment;
- Follow-through to successful completion of all projects and communications.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Sit for long periods of time at a computer;
- Lift/carry items up to 25 pounds;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.