

## **JOB ANNOUNCEMENT**

### **Outreach and Events Manager**

By providing holistic legal services and engaging in national public policy advocacy, the Tahirih Justice Center (Tahirih) works to promote access to justice in the United States for immigrant women and girls who are fleeing violence. Tahirih is a Bahá'í-inspired nonprofit organization that offers pro bono representation to women and girls seeking protection from such gender-based human rights abuses as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Winner of the 2010 Meyer Exponent Award which recognizes outstanding nonprofit executive directors and the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 35 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

**Position Summary:** The Tahirih Justice Center is seeking an Outreach and Events Manager who will be based in the Falls Church, VA Office and will support the fundraising activities for our Houston office. The successful candidate will have experience planning events, cultivating and soliciting major donors and creating donor communications materials. This position requires periodic travel to our Houston office but will not require relocation. The Outreach and Event Manager will report to the Director of Development and be a senior contributor on the Development team.

#### **Primary responsibilities include:**

- Implement established organizational giving programs to engage existing and new donors;
- Identify, contact and qualify prospective donors and provide excellent follow up;
- Plan and execute Houston's first annual Benefit as well as other fundraising and cultivation events;
- Prepare communication materials to assist fundraising initiatives;
- Manage Houston contact databases and ensure proper cultivation and stewardship;
- Support management of Houston Advisory Council.

#### **The ideal candidate will have the following qualifications:**

- Bachelor's degree required
- Three to five years' professional non-profit fundraising experience.
- Demonstrated success planning and executing events and other projects independently.
- Successful track record setting priorities; keen analytic, organization, and problem solving skills which support and enable sound decision making.
- Excellent writing and verbal skills for a variety of audience types.
- Strong customer focus, follow through and organizational skills.
- Ability to multi-task in a fast-paced environment.
- Ability to think creatively and provide results-oriented suggestions and plans to Director of Development.

**Annual salary and benefits:** Salary commensurate with experience. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of

vacation after the first year), additional week of vacation between Christmas and New Year's, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities.

**Submissions:** Please email a cover letter, resume, current salary and salary requirements, and a list of three references to [recruiting@tahirih.org](mailto:recruiting@tahirih.org).

Human Resources Department  
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Falls Church, VA 22042  
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Please note: Candidates applying must have work authorization in the United States.

*The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih's policy applies to all terms and conditions of employment.*