Development Associate, Events & Engagement
VERA INSTITUTE OF JUSTICE

Job Category: Information Technology   **Job Source:** nrbjobs.com

Job Summary

Employment Type: Full Time   **Gender:** Any   **Career Level:** Entry Level

Salary: Negotiable   **Experience:** Minimum 4 years   **Posted On:** 14 Oct 2024

                                                                    Application Deadline: 12 Nov 2024

Job Context

- The Vera Institute of Justice is powered by hundreds of advocates, researchers, and policy experts working to transform the criminal legal and immigration systems until they're fair for all. Founded in 1961 to advocate for alternatives to money bail in New York City, Vera is now a national organization that partners with impacted communities and government leaders for change. We develop just, antiracist solutions so that money doesn't determine freedom; fewer people are in jails, prisons, and immigration detention; and everyone is treated with dignity. For more information, visit vera.org.

Job Description/Responsibility

- Manage creation of design assets or multimedia needs, collaborating with communications colleagues as needed
- Partner with finance department to ensure timely payment to vendors and maintain precise budget tracking
- Lead production calls with vendors, ensuring all deliverables are met and proactively addressing any issues
- Maintain seamless communications with internal event stakeholders across teams
- Prepare and manage staff attendees of the event, preparing for their logistical or strategic roles
- Lead and oversee day-of event execution, including setup, guest check in, run of show execution, and closeout
- Partner with Manager, Donor Engagement on logistical event consultant hiring and event planning collaboration

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Experience Requirements

- Minimum 4 years of experience is required.

Additional Experience Requirements

- An undergraduate degree in related field and/or 4+ years of experience in event planning, donor

cultivation and/or related fundraising work

Skills Requirements

- Excellent organizational and interpersonal skills.

- Strong verbal and written communications skills.

- Prior administrative work experience, preferably in a development or non-profit context.

- Ability to take initiative and remain flexible under tight deadlines while working in a fast-paced and complex organization.

- Ability to work well both independently and collaboratively within a tight-knit team dynamic.

Work Area

- Applicant should have experience of working in the following category(ies): Information Technology

Industry Type

- Experience should include the following skills: NGO/Development

About the Company

Company Name: Vera Institute of Justice