



Position: Gala Coordinator

Position Type: Temporary/Benefits-Exempt, includes 16 paid sick/personal hours

Reports to: Director of Development

Duration: July 8 - September 27, 15-20 hours per week (Office closed August 12-16)

Location: St. Louis City

Compensation: \$25/hour

Organizational Overview:

In 1969, the Committee for Legal Abortion in Missouri formed with the goal of “persuading our legislators to respond to the people’s wish for a more liberal abortion law.” Over the following decades, our name would change several more times, including when Pro-Choice Missouri disaffiliated from NARAL Pro-Choice America in 2021, and when we rebranded to Abortion Action Missouri in 2023, but our work would not. Abortion Action Missouri’s mission is to foster and sustain a Midwest movement for control of our bodies, lives, and futures. We envision a world with stigma-free abortion access and reproductive freedom for all. With 60,000+ members, we are the leading statewide organization working exclusively on reproductive rights issues.

General Role Description:

The Gala Coordinator will support AAM’s development and engagement activities during this critical moment in the nationwide movement for abortion access. The primary project of this temporary staff position will be supporting AAM’s annual gala fundraiser. Our annual gala is an opportunity to celebrate Abortion Action Missouri’s work and the generosity of our supporters, hear from inspiring speakers, present awards to champions of reproductive freedom in our community, and raise critical funds to rebuild abortion access in Missouri. The Gala Coordinator will play an integral role on the team of staff and committee members who plan and execute this event. Reporting to the Director of Development, the Gala Coordinator will assist with many of the logistical and administrative aspects of this major fundraising event. This year, our gala will take place on Saturday, September 21st, at .ZACK in St. Louis City. Attendance is required for this position. Other skills the person in this position will have the opportunity to develop include: volunteer coordination, database management, public speaking, working with vendors, and donor engagement.

Responsibilities:

- Manage the registration process and guest list
- Assist with logistical aspects of securing individual and corporate sponsors
- Manage the process of obtaining guest information from sponsors
- Place orders for decorations, supplies, merch, etc.
- In partnership with the Auction Chair, serve as staff liaison for the silent auction process
- Participate in and lead turnout phone-banks and text-banks
- Coordination with event vendors as needed

- Create event slideshow(s)
- Coordinate volunteers, in partnership with the Organizing Team
- Pull database lists for outreach and communication purposes
- Other Gala responsibilities as assigned
- Other Development Department responsibilities as time permits

Qualifications:

- Commitment to liberated abortion access and reproductive freedom
- Strong verbal and written communication skills
- Strong organization skills
- Proficient with Microsoft Word, Excel, and PowerPoint
- Experience with or ability to learn Canva
- Proficient with Google Suite
- Previous development experience preferred
- Previous event planning experience preferred
- Experience with donor database software a plus (e.g. EveryAction, DonorPerfect, Blackbaud, Salesforce)

Additional Information:

- Applicants must be located in the St. Louis area to be considered for this position
- Abortion Action Missouri offers a hybrid remote/in-person work environment. Our office is located in St. Louis City; some in-person work required
- It is preferable for the person in this position to have access to a vehicle

To apply: Submit a cover letter and resume to jobs@abortionactionmissouri.org.

Deadline to apply is Wednesday, May 22nd, 2024

Abortion Action Missouri values and respects diversity in its many forms: race, ethnicity, national origin, ability, class, faith, age, gender identity, sexual orientation, and experience. We welcome a broad array of applicants. Inclusivity is important to our mission and daily work.

Abortion Action Missouri is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation, gender association, gender expression, marital status, military status or physical or mental disability.

The Abortion Action Missouri team is committed to protecting our team and our community. All applicants must be fully vaccinated against Covid 19. Reasonable accommodations will be considered.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION