



AGA KHAN FOUNDATION

EVENTS & ENGAGEMENT OFFICER

Aga Khan Foundation, USA

Events & Engagement Officer

Location: Washington, D.C.

Reports to: Manager, Resource Development

ABOUT AGA KHAN FOUNDATION, USA (AKF USA)

For over 50 years, the Aga Khan Foundation has served marginalized communities in some of the most remote, hard-to-reach parts of Asia and Africa. We partner with communities to improve quality of life for decades and generations. Prosperity for all comes from harnessing the best from people of all walks of life. We believe that communities and societies are stronger when they are built on the vision and collaboration of people from all backgrounds. AKF is a member of the Aga Khan Development Network, a group of agencies that work on the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, the promotion of private-sector enterprise, and the revitalization of historic cities. Each year, the Network helps improve the quality of life for tens of millions of people in over 30 countries. AKDN agencies conduct their programs without regard to faith, origin, or gender.

Position Summary

The Events & Engagement Officer Associate supports the execution of regional and national fundraising and engagement events for Aga Khan Foundation USA (AKF USA). This role is responsible for operational planning, financial tracking, sponsorship coordination, vendor management, and volunteer communication across a portfolio of revenue-generating events.

Working under the direction of the Manager, Resource Development, this position ensures events are delivered on time, on budget, and aligned with fundraising goals. The role requires strong organizational discipline, financial attention to detail, responsiveness, and the ability to work effectively with volunteers and diverse community stakeholders.



Key Responsibilities

Event Planning & Execution

- Support planning and delivery of fundraising events including 8 golf tournaments, 3 walk/run events, 10 receptions, leadership meetings, and community campaigns.
- Develop and maintain event timelines, task trackers, and run-of-show documents.
- Coordinate planning meetings and track follow-up actions with staff and volunteers.
- Provide on-site operational support during events.
- Travel nationally as required.

Budget & Financial Tracking

- Assist in preparing and monitoring event budgets.
- Track revenue and expenses to ensure financial targets and income-to-expense ratios are maintained.
- Monitor sponsorship payments and ticket revenue.
- Ensure timely submission and reconciliation of invoices and expense documentation.
- Support post-event financial reporting and closeout.

Sponsorship & Donor Support

- Track sponsorship commitments and ensure fulfillment of agreed benefits.
- Coordinate with Donor Services to reconcile pledges and contributions.
- Support logistics for donor receptions and cultivation events.
- Maintain accurate documentation for compliance and receipting purposes.

Vendor & Logistics Coordination

- Support coordination with venues, caterers, production vendors, and hotels.
- Collect and maintain required vendor documentation (contracts, W-9s, insurance certificates).
- Monitor vendor deliverables and support on-site coordination.



Volunteer & Stakeholder Engagement

- Serve as a responsive point of contact for regional volunteers and community leaders.
- Communicate professionally, warmly, and with cultural sensitivity.
- Provide clear guidance and follow-up to ensure timelines and expectations are met.
- Collaborate with teams including Communications, Finance, and Donor Services.

Qualifications

- Bachelor's degree in Event Management, Nonprofit Management, Communications, Business, or related field.
- 2 - 4 years of experience in event planning, nonprofit fundraising, or project coordination.
- Experience supporting budget tracking and financial reconciliation.
- Strong organizational skills with the ability to manage multiple concurrent priorities.
- Clear and professional written and verbal communication skills.
- Willingness to travel (up to 30%) and flexibility to work approximately 30 evenings annually based on event schedules.

Preferred

- Experience in fundraising or revenue-generating events.
- Familiarity with volunteer-led environments.
- Experience with donor CRM systems.
- Experience using project management tools (e.g., Asana) to coordinate workflows, manage timelines, and track deliverables.
- Experience managing online forms, registration systems, and digital fundraising platforms.
- Experience creating and managing events using event management platforms.
- Proficiency in reporting tools and applying data management best practices, including reconciliation and data governance.

COMPENSATION PACKAGE

- Salary range: **[\$65,000 – \$72,000]**, based on experience and qualifications.



- Medical, dental and vision plans with 100% of the cost of the premiums for employee only coverage paid by AKF.
- Life, AD&D, STD and LTD insurance sponsored 100% by AKF.
- Medical and Dependent Care Flexible Spending Accounts.
- 401(k) with generous 8% employer contribution after one year of service.
- 15 paid vacation days plus 12 paid sick days per year.
- And more...

APPLICATIONS

Interested applicants please submit a resume and cover letter to:

humanresources.akfusa@akdn.org

with subject line: **Events & Engagement Officer**

This position will be based in Washington DC. We thrive in a hybrid setup that blends flexibility with connection, coming together in the office three days each week.

This position requires authorization to work in the United States at the time of hire. We are unable to sponsor work visas for this position.

AKF USA is committed to advancing gender equality and inclusion through our programming and operations in the USA and overseas. AKF USA requires all employees to review and abide by the AKF Gender Equality Policy.

AKF USA recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. AKF USA requires all employees to review and abide by the AKF Safeguarding Policy.