NEW BREATH FOUNDATION

10th Anniversary Gala Event Planner

Gala on either Sept. 23rd or Oct. 21, 2027
in the San Francisco Bay Area (S.F. or Oakland)

Who We Are

New Breath Foundation (NBF) mobilizes resources to support Asian Americans, Native Hawaiians, and Pacific Islanders (AANHPIs) harmed by unjust immigration and criminal justice systems—to heal, keep families together, and build movements that shift narratives and policies.

We are organizers and directly impacted leaders. Our fundraising reflects that: it's community-rooted, relationship-driven, and built on trust. We are not a service organization; we are a movement building community-led public foundation.

What We're Looking For

New Breath Foundation is celebrating its 10th anniversary with its first seated gala in San Francisco or Oakland for about 150 guests, with a live program and a featured video. The format will be a seated buffet dinner. This is our major fundraising moment of the year, with a goal of at least $250,000 (net), as part of a broader campaign to raise $5 million by the end of 2027, including cash and pledged dollars through 2028.

We're looking for an experienced gala event manager who can run the event from venue setup to wrap-up and balance our leadership's vision, our budget, and our fundraising goals. The evening should feel compelling and warm, and it should raise the money we need.

Scope of Work

Applicants must be available to run the event in person on either September 23, 2027, or October 21, 2027. Our first choice of date is October 21, 2027.

Fundraising strategy and design

- Partner with NBF staff and NBF's Campaign Consultant to build an event fundraising plan: sponsorships, table hosts, individual ticket sales, and in-event giving

- Design the program around the ask, with intentional placement, timing, and pacing of the video, speakers, and giving moment
- Develop the seating plan strategically: host and sponsor tables, major donor and prospect placement, and board members seated to host and engage guests.
- Decide on whether there will be a live appeal or paddle raise, including coordination with the emcee or appeal speaker and giving tools (examples: text-to-give, QR codes, personed-people with iPads or other devices help people give); if there is a live appeal, then follow up on implementation.
- Coordinate sponsor and table-host benefits and recognition

Leadership partnership and stakeholder management

- Along with the Director of Strategic Partnerships, work directly with our President, Sr. Director of Operations & Communications, whose energy, ideas, and storytelling are central to the organization, to turn their vision into a workable event plan
- Translate big ideas into realistic options with clear tradeoffs in cost, time, and fundraising impact, and hold firm, diplomatically, when a request threatens the budget, timeline, or goal
- Bring data and event experience to conversations about program length, speaker lineup, and format, and propose alternatives that preserve what matters most to leadership
- Align the President, Board, Director of Strategic Partnerships and Sr. Director of Operations & Communications, and vendors around one plan and one run-of-show, and keep decisions moving

Program design and audience engagement

- With input from NBF, shape a tight, high-impact program that respects guests' time and attention: our guests value connecting with one another, so every segment must earn its place
- Set and enforce time limits for speakers and segments, and build in natural breaks, dinner service, and social time
- Prioritize a few compelling moments (the video, a powerful story, a well-timed ask) over a long list of remarks
- Brief speakers, emcee, and honorees, and manage cue sheets and timing during rehearsal and the live event
- Coordinate AV and production: sound, lighting, microphones, screens, and video playback, including a tech check and full rehearsal

Planning and logistics

- Develop and manage the timeline, run-of-show, and master budget, tracking cost against net revenue
- Research, negotiate with, and contract the venue, caterer, rentals, and other vendors in the San Francisco area

- Design the floor plan: tables, staging, AV sightlines, accessibility, and flow for 150 seated guests, including the buffet lines (at least 2 separate tables so guests can get their food quickly and easily).
- Manage the guest experience from arrival and check-in through dinner service and departure

Guest and donor management

- Partner with development staff on invitations, RSVPs, ticketing, and the guest list, and track dietary and accessibility needs
- Set up check-in and payment or pledge processing, with a clean handoff of data to the donor database, OR ideally, set the information up so it synchronizes with our Bloomerang donor database.
- Recruit, train, and direct volunteers and day-of staff

Day-of and after

- Serve as on-site lead for vendors, staff, and the venue, troubleshooting in real time
- Support same-week donor follow-up: thank-you data, pledge tracking, and gift reconciliation
- Deliver a post-event report covering budget, revenue vs. goal, audience feedback, and lessons learned

Who You Are

- Based in the SF Bay Area
- 5+ years of event experience, including fundraising galas or seated benefit dinners with event experience in San Francisco and/or Oakland
- Demonstrated experience with live appeals, paddle raises, auctions, or other in-event giving
- Proven ability to work with charismatic executives, founders, or board leaders: able to say "yes, and here's what it would take" or "Tell me more-would this work for you?" with confidence and grace
- Experience designing programs that hold an audience, including cutting, sequencing, and timing content
- Experience managing budgets and vendor contracts
- Working knowledge of AV and program production for events with speakers and video
- Strong organizational skills and the ability to manage many moving parts under a deadline
- Flexibility to work evenings and weekends around the event

What would make you a great fit

- Nonprofit or community-based organization experience
- Tech-savvy, especially with Bloomerang or similar CRMs and their event modules

- Existing relationships with San Francisco or Bay Area venues, caterers, and AV vendors
- Experience with culturally responsive event design and accessible venues

Your Proposal

Please send a single PDF that includes:

- Brief cover letter
- Resume
- 2-3 examples of comparable fundraising events you've managed (including approximate attendance and funds raised, if you can share them)

Details

Contract value	$20,000 - $25,000 based on experience & engagement
Duration	November 2026 - October 31, 2027
Key contact	Maya Iwata, Director of Strategic Partnerships
Deadline	Rolling review: Priority given to submissions by Nov. 29th
How to apply	development@new-breath.org — one PDF with all materials

New Breath Foundation is an equal opportunity employer and welcomes applicants from all backgrounds.