



CAA AV 40th Anniversary Gala + Fundraising Event Planning Consultant Request for Proposals

Summary

CAA AV: Organizing Asian Communities is celebrating its 40th anniversary in 2026, and seeks an event planning consultant to lead project management, coordination, and visioning for an anniversary gala in October 2026. We are seeking an experienced event coordinator with a nonprofit community organizing fundraising background to support our team in gala event planning and execution. The gala will bring together CAA AV supporters, founding members, alumni, board members, community leaders, and other partners. Our hope is that it will be a powerful, meaningful, and celebratory event to honor our special history, work, community, and longevity as a grassroots organization.

Fundraising goal: \$100,000

Scope of Work

- Conduct outreach and site visits as needed to research and finalize event venue.
- Serve as liaison between CAA AV staff and venue to confirm day-of supplies, logistics, and other needs.
- Coordinate with CAA AV's fundraising team to develop and meet logistics, fundraising, communications goals for 40th Anniversary Gala in October 2026.
- Guide and support implementation of an event communications plan.
- Solicit event sponsorships and donations.
- Support coordination of event and host committees.
- Collaborate with staff in developing compelling event programming and run of show.

Deliverables

- A celebratory gala that is fun, builds and honors CAA AV's community and history, and meets (or exceeds!) our fundraising goals.
- Ongoing planning and communication with CAA AV staff to meet organizational event goals.



Timeline

We are aiming to hire a consultant by mid-November 2025. We envision the scope of work for this project to run from mid-November 2025 until October 31, 2026, with the most intensive work taking place in December 2025 to secure a space, and picking up again in September and October 2026 as the event date nears.

Compensation

We anticipate the fee for this position being between \$13,000-\$15,000.

Qualifications

The ideal consultant will have:

- Experience organizing events similar in scale and significance with other community-based organizations.
- Strong project management, communications, and negotiation skills and attention to detail.
- Familiarity with NYC event planning landscape, vendors, and regulations.
- Experience with nonprofit fundraising and donor relations.
- Familiarity and respect for CAAAV's organizing work, constituency, and/or neighborhood bases.

How to Apply

Please submit a proposal outlining your interest, qualifications, proposed work plan, contact information, at least two references who can speak to your event planning experience, and fees for this project to Eugenia Lee and Hana Sun at elee@caaav.org + hsun@caaav.org by **Friday, October 31, 2025**.

About CAAAV

CAA AV: Organizing Asian Communities is a grassroots, membership-based organization serving working class, Asian immigrant tenants in Chinatown and Astoria NYC. CAA AV was founded in 1986 by Asian women to build power in Asian communities against rising police and hate violence. Over time, our analysis deepened and our work broadened to fighting institutional and systemic racism and violence in Asian immigrant communities. Read more about us [here](#).