

Position Description

Classification

Exempt

Reports to

Vice President of Development

Summary/Objective

Provide direct support to the Development Department at Habitat for Humanity of Pinellas and West Pasco Counties. (HfHPC). Plans, develops, implements and evaluates special events that support the fund raising projects to meet established development goals, strategies and objectives. Maintain programs in accordance with performance targets set by the HfHPC Vice President of Development.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Acts as a liaison for all development events including, but not limited to annual gala, golf tournament, donor recognition/stewardship events
2. Responsible for all details of the events including booking location, managing budgets, maintaining sponsors records, coordination with vendors and contract management.
3. Manage event set up, tear down and follow ups.
4. Acts as a liaison for third party, and charity of choice development activity.
5. Responsible for event planning committees to include serving as main contact, arranging committee meetings, preparing for meetings and providing meeting follow up.
6. Provides a prompt and detailed job description, as well as timeline and run of show to Volunteer Services Team to provide a full understanding and scope of needs for events.
7. Manages event resources within allocated budget and works within event appropriate timelines.
8. Develops content for event sponsorship and support materials.
9. Coordinates with the Communications and Marketing Manager to facilitate event marketing materials/communication needs.
10. Assist in the securing of donated items for auctions and raffles
11. Analyzes events, report on outcomes with a plan for future growth and improvement where needed.
12. Develops recognition guidelines/processes to include: donor gift acknowledgement process, coordination of thank you gift delivery and annual wall updates.
13. Seeks new opportunities to acknowledge donors and make recommendations as needed.
14. Represent the organization at community events as needed.

Competencies

1. Professional, enthusiastic, mission driven personality.
2. Strong interpersonal skills and the ability to communicate effectively.

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3. Ability to exercise good judgement, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, staff and volunteers.
4. Equal parts of humor, integrity, compassion, and patience necessary to foster effective working relationships with donors, families, staff and various other constituencies.
5. Skill in organizing resources, multi-tasking and establishing priorities.
6. Strong verbal and written communication skills. Presentation skills to both large and small groups.
7. Skill in the use of software applications; including MS Office Suite.
8. Familiarity with donor database (New Org).

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, reach with hands/arms, listen and communicate. The employee must be capable of lifting and/or moving up to 30 pounds on a necessary basis, occasionally required to stand and walk for long extended periods of time, climb or balance and stoop or kneel.

Position Type/Expected Hours of Work

This is a full-time salaried compensated position.

Education, Experience and Attributes

- 3 to 5 years of event planning experience preferably in the non-profit field.
- Bachelor's degree in business administration or related field.
- Ability to read, analyze, and interpret general business information.
- Ability to speak and write English fluently.
- Builds constructive and effective relationships.

Other Duties

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply

Please send resumes and cover letters to resumes@habitatpinellas.org

All resumes will be reviewed upon receipt.



Special Event Coordinator

Position Description

HfHPC is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

I agree to the fullest extent of my knowledge that the above description depicts my daily functions in my position.

Employee Name (Please print)

Employee Signature

Date: _____