

Nonprofit Event Coordinator / part-time position

Habitat for Humanity Susquehanna is seeking a part-time (approximately 24 hours weekly) nonprofit Events Coordinator to assist with planning and execution of company and fundraising events. In partnership with and under the guidance of the Director of Development, this position includes cultivating sponsors, silent auction donors, in-kind donors, and event attendees as well as being the main contact for event logistics, staff, and volunteers. A sampling of specific events includes: Habitat Home Dedication ceremonies, staff events, annual Dream Builders Benefit (formal), annual Habitat Harvest event, and others, as well as the creation of new events.

JOB RESPONSIBILITIES

- Plan the logistics of the event including project planning, execution, and managing event equipment, while following the event's budget.
- Research, cultivate, and solicit new and existing donors to support events to secure sponsorships, in-kind donations, and donations for silent auctions.
- Be a positive representative for Habitat for Humanity Susquehanna with the community, staff, and volunteers.
- Support and oversee the Events Committee and Events Committee meetings (currently held every other month).
- Support communication and coordination with event vendors.
- Create event marketing materials including signs, programs, handouts, social media posts, etc. Create donor mailings (predominantly digital), including event invitations and RSVP's as applicable. Canva, Constant Contact, and Charityproud are the primary platforms used.
- Maintain and consistently update spreadsheets of event timelines, action items and future plans.
- Be the key associate at events including preparation, set-up, event execution, and tear-down.
- Perform gift processing and donor tracking in software. Track event attendees and maintain attendance records for events. Utilize innovative techniques and emerging software to streamline event registration, check-in, silent auction purchases, and check-out. Charityproud is the current CRM platform; training will be provided, however existing CRM experience is a plus.
- Responsible for events' silent auctions including soliciting individual donations and creating silent auction packages. This includes assembling silent auction baskets and creating marketing material for the items. Additionally, responsible

for ensuring silent auctions are a smooth purchase process for both donors and bidders alike.

- Prepares and presents event summary and information reports when requested.
- Stays abreast of current best practices in the field
- Fulfills additional duties in the Development Department as needed to achieve the mission of Habitat for Humanity Susquehanna.

*This job description does not limit or restrict management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

- Education: Bachelor's degree or comparable work experience
- Experience: Minimum 3-5 years of events experience (ideally nonprofit events) preferred
- Minimum 3-5 years of fundraising experience preferred
- Corporate and/or Business-to-Business sales leadership experience may be substituted for fundraising experience
- Significant expertise with Harford and Cecil Counties' funding community highly desirable
- Ability to relate well and work effectively with multiple constituencies and audiences
- Reliable and consistent transportation; requires local travel in Harford and Cecil Counties
- Ability to lift up to 25 pounds
- Excellent verbal and written communication skills
- Knowledge of office systems preferred: MS-Office; fundraising database systems (e.g. Charityproud); marketing and media systems including Canva and Constant Contact; and some web design (Word Press)
- Highly organized and detail oriented to manage event timelines and marketing processes
- A team player with a positive can-do attitude
- Must be a self-starter who requires little to no supervision to meet organizational goals
- Must pass background check

Hours: Typically, within the standard work week of Monday-Friday 8:00 a.m.-5:00 p.m.; weekends and evenings required as needed to support special events. Work schedule is flexible with some remote capacity.

Compensation: \$23 - \$26 / hour for approximately 24 hours per week.

Benefits:

- Twelve paid holidays, plus office is closed from Christmas Eve through New Year's Day
- Paid personal time off
- Free parking at the workplace; mileage reimbursement for work related transportation costs, excluding commuting miles
- Retirement plan
- Hybrid working conditions
- Meaningful and rewarding work!

Please submit your cover letter and resume to Ola Boswell, Director of Development, at oboswell@habitatsusq.org – no phone calls please.

Habitat for Humanity Susquehanna is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Habitat for Humanity Susquehanna is dedicated to eliminating substandard housing locally and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help individuals, households, and families improve their shelter conditions. Habitat for Humanity Susquehanna is an ecumenical Christian housing organization devoted to building and repairing homes in partnership with qualifying individuals, families, and households. HFHS is a 501 (c)(3) non-profit. For more information, please visit our website at www.habitatsusq.org