



## JOB DESCRIPTION

[www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)

<b>Title:</b> Special Events Coordinator	<b>Employment Status:</b> Full Time
<b>Department:</b> Resource Development	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Dir of Communications & Marketing	<b>Supervises:</b> Volunteers

August 2022

### **Who You Are:**

You're someone who people can rely on and you're always there when they need a helping hand. You love to host great big parties where every little detail is just perfect. But you understand that those events require you to build positive partner relationships quickly and maintain them over time. You love challenges and you are comfortable juggling many simultaneous tasks. You love to learn new things quickly, and you are completely obsessed with list-making and checking boxes! People often comment that you accomplish more in four hours than most people accomplish in a day. You produce high-quality work consistently and you LOVE details.

You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. You know in your heart it's time to find an opportunity to be part of something larger – something more impactful. If this sounds like you, please allow us to introduce ourselves.

### **Who We Are:**

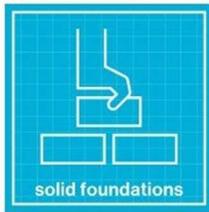
Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Our organization also works with existing low-income homeowners in more than 2,500 households. We are the eighth-largest homeownership producer in the Habitat for Humanity network nationwide.

Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

### **How We Succeed Together:**

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

## Special Events Coordinator

**GENERAL JOB DESCRIPTION:** Habitat Metro Denver seeks to hire a dynamic, detail-oriented employee to support events held by the Resource Development team and the organization overall. Under the general supervision of the Director of Communications and Marketing, and in collaboration with all of Habitat's departments, the Special Events Coordinator will act as the project manager/logistics guru for all of Habitat's events.

The Coordinator's primary role will be managing the planning and execution of all Habitat's events related to Resource Development, including (but not limited to) the Breakfast for Humanity, Corporate Sponsor Recognition, Behind the Build series, Women Build, etc. This role will also plan and oversee all annual company-wide staff events.

*The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

### CORE RESPONSIBILITIES:

- Manage the planning and execution of all Habitat's events related to Resource Development (fundraising), including (but not limited to): the Breakfast for Humanity, Corporate Sponsor Recognition, Behind the Build series, Town Hall series, specialty builds (Pride, Women, CEO, etc.), Home Celebrations, Blues & BBQ, and staff events.
- Serve as primary point of contact for vendors, generate invoices, and manage expenses related to all events.
- Manage event RSVPs, day-of logistics, and materials.

- Support event communications including: social media, website updates, photo/video capture, media relations, and other communications support requested by sponsors and partners.
- Support the Resource Development team with event sponsor expectations, including media, content, event logistics, and recognition.
- Oversee Special Events volunteers and recruit, train, and supervise volunteers for events as needed.
- Respond to all phone calls/emails about events, registrations, or any information related to our events.
- Contribute to effective operations by consistently documenting all donor and event-related activity in Raiser's Edge NxT – our customer relationship management software – in a timely, thorough, and accurate manner.
- Sync incoming gifts and event registrations through Online Express or other platforms.
- Collaborate with Habitat's senior leadership, Resource Development team, staff, volunteers, and other partners to understand event vision and help effectively project manage tasks.
- Demonstrate energy and passion for Habitat's mission, values and integrity in all aspects of the job.
- Provide project management, coordination, and support for community, staff, and volunteer events of various sizes.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- High level of interpersonal skills; able to proactively and warmly communicate with staff, donors, and vendors.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office Suite, especially PowerPoint, Excel, Word, and Outlook.
- Experience using MailChimp or other email marketing system preferred.
- Experience with social media preferred.
- Highly collaborative team player who strives for excellence and works independently.
- Proven ability to handle confidential donor information with sensitivity, integrity, and accuracy.
- Resourceful and creative problem solver; ability to remain calm and find solutions when unanticipated issues develop.

#### **EXPERIENCE:**

- Minimum 1-2 years of event coordination experience preferred.
- Minimum 1-2 years of experience working in Raiser's Edge or other donor CRM software preferred; and a strong desire to further proficiency required.

#### **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Able to load event supplies into and out of van, including lifting up to 40+ pounds.
- Able to sit for up to 8 hours per day in an office setting and operate computer, telephone, printer, and other office equipment.
- **Proof of COVID-19 vaccination is required for employment.**

#### **WORK ENVIRONMENT & CONDITIONS:**

- Flexible schedule including early mornings, late nights, and weekends as required for special fundraising events as needed.
- A Motor Vehicle Report (MVR) will be run for insurance purposes

- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite

**The Starting Pay Range** for this position is \$22.40 / hr - \$24.00 / hr with consideration given for applicable education and/or experience above the minimum requirements.

**Benefits** available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please send resume or work history and statement of interest to [HRRecruiting@habitatmetrodenver.org](mailto:HRRecruiting@habitatmetrodenver.org) for consideration.



*At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.*