



Peninsula and Greater Williamsburg

## Events Manager

Habitat for Humanity's mission is to provide local families with a springboard to secure stable futures through affordable homeownership, financial literacy and neighborhood revitalization. Habitat for Humanity is seeking an Events Manager to help fulfill our mission through special events fundraising. The Events Manager will coordinate all aspects of annual events and other fundraising opportunities.

### EVENT RESPONSIBILITIES

- Manage all things related to venues, from contract and room layouts to catering, logistics and post-event payments/invoicing.
- Develop sponsorship packages and solicit event sponsors, both monetary and in-kind. Review sponsorship levels/benefits each year, and manage all benefits (pre-event marketing, day of event, post-event).
- Generate all outgoing correspondence, including solicitation letters, other mailings and thank-you letters/packets, with event tickets, etc.
- Develop concepts and work with marketing team on all marketing materials. Assure Habitat's brand awareness on all marketing.
- Curate participant email lists in order to maximize marketing efforts.
- Coordinate event volunteers, staff assignments and responsibilities.

### Raise the Roof Annual Fundraiser

This event welcomes over 450+ guests who enjoy a festive experience, while raising funds through live & silent auctions, a grand raffle and other fundraising activities.

- Successfully solicit at least 100 silent auction "bundles" (bundles consisting of multiple items) of unique items.
- Identify at least ten live high-end auction items (each live auction item securing at least \$1,000 bid).
- Facilitate all aspects of mobile bidding process, including data entry and software usage.

### Golf Tournament

The charity golf tournament welcomes over 100 golfers with food, drinks, prizes and raffles.

- Solicit at least 50 raffle items, including up to 20 complimentary golf course foursomes. Solicit hole-in-one competitions with grand prizes (e.g., a car and Rolex watch).

### Run the D.O.G. St. 5K

- Solicit monetary and in-kind sponsorships for this popular 5K race, for which we are the beneficiary and that attracts over 1,500 runners. Proceeds benefit a future Habitat build.

### OTHER RESPONSIBILITIES

- Donor recognition/thank you notes/phone calls for every donation.
- Data entry and tracking of all gifts, donor info and subsequent communications into donor database (e-Tapestry).
- In-Kind donations for house partnerships.
- Research new and existing sponsors.
- Assist with budget reports for events for income, expenses, in-kind and annual comparisons.



- Develop other fundraising and friend-raising opportunities (i.e., Sip N' Shop).
- Outreach for affiliate and represent Habitat at a variety of non-Habitat events.

## REQUIREMENTS

- Previous nonprofit special event and fundraising experience (4-year minimum) required. Experience with galas and golf tournaments preferred.
- Must be a highly-organized and detailed-oriented individual, comfortable asking for all levels of financial contributions and used to working independently in a fast-paced environment.
- Must have good written and oral communication skills that are effective to solicit current and existing donors.
- Demonstrated computer skills, including use of Microsoft Word, Excel, Publisher and Outlook.
- Demonstrated ability to work in a team-oriented, casual and open office setting.
- Must be very comfortable maneuvering the internet. Social media fluency a plus. Other desktop design skills and creativity a plus. Donor database experience a plus.
- Be able to deal with all kinds of individuals and remain consistent with professional demeanor.
- Knowledge of community leaders and familiarity with Peninsula and Williamsburg region a strong advantage.
- Must have reliable transportation and be able to work flexible scheduling on occasion, including some nights and weekends, usually around events.

Successful Habitat team members share the following characteristics:

- Believe in a hand up, not a hand out.
- Possess a “go above and beyond” attitude.
- Thrive on constructive feedback and have a very positive, high level of integrity.
- Do what you say you will do.
- Are a creative problem solver that works across teams.
- Love results and hate excuses.

**SALARY/BENEFITS: Salary commensurate with experience, with healthy incentives for achieving benchmarks after each event.** This full-time position offers partially-paid health insurance, generous paid time off and other incentives for employees who successfully complete probationary periods. Habitat has a strong board of directors, dedicated and experienced staff, a large volunteer base, plus committed homebuyers and customers. For further information about Habitat for Humanity, please visit our website at [www.HabitatPGW.org](http://www.HabitatPGW.org).

**APPLY:** Email a detailed cover letter of why you are interested and how you are a good fit for this specific position. Please add your resume and email to Development & Events Director Virginia L. Staley using [Virginia@HabitatPGW.org](mailto:Virginia@HabitatPGW.org). No phone calls, please. All applications will remain confidential.

All applicants must submit to a drug test, criminal background and reference check as part of the pre-employment process at Habitat for Humanity Peninsula & Greater Williamsburg.

Posted: February 25, 2021 until filled.