



## Event Manager (Temporary)

Habitat for Humanity of Ventura County (HFHVC) brings people together to build homes, communities and hope in partnership with those in need. Since our founding, Habitat has built 77 new homes and renovated/repared hundreds more, building strength, stability, self-reliance and shelter throughout Ventura County.

The Event Manager for HFHVC will provide oversight and direction for the organization's annual special event, Hearts & Hammers, with minor event support for the annual Women Build. The Event Manager will work closely with the CEO and supervise the Marketing & Events Coordinator to achieve event and fundraising goals. This is a 4–5-month temporary position while current staff is on medical leave.

### Position summary:

**Type:** Part-time (15-20 hours per week with 40 hours expected event week), Non-exempt

**Reports to:** CEO

**Temporary Position:** February – mid-June 2023 (could stretch back to mid-to-late January depending on staff leave)

**Work schedule:** Flexible. Monday - Friday with some weekend and evening requirements.

**Compensation:** \$25 - \$33 per hour

**Location:** Oxnard, CA with on-site and remote hybrid option

### Position Responsibilities:

#### Special Events:

- Execute successful Hearts & Hammers Dinner and Auction on June 9, 2023
  - Oversee the Marketing & Events Coordinator:
    - Maintain event timeline and calendar deadlines
    - Special events marketing materials created and distributed
    - Honorary awards and gifts ordered
    - Event registration and ticket sales
    - Silent auction, including website set-up
    - Facility details
    - Volunteer and staff management and training for event
  - Run mailing list and ensure invitations are mailed
  - Support CEO, staff, and Board of Directors to ensure sponsorship goals are met
  - Ensure sponsorship benefits are fulfilled including requesting RSVP list and meal preferences
  - Attend Event Team meetings (currently scheduled 2<sup>nd</sup> Tuesday of each month)
  - Create seating chart with assistance from Marketing & Events Coordinator & CEO
  - Create event run of show and write event script
  - Attend set-up day and event itself, managing details as needed
  - Oversee volunteer or staff appointed stage manager at event
  - Post-event coordinate with staff for sponsor appreciation, data entry and event

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- Execute successful Women Build on March 11, 2023
  - Oversee Marketing & Events Coordinator to meet deadlines and details for event, including t-shirt order
  - Ensure sponsorship benefits are fulfilled
  - Attend Event Team meetings (currently scheduled 2<sup>nd</sup> Tuesday of each month)
  - Attend the event and assist as needed

**Required Skills and Qualifications:**

- Must embrace the mission and goals of Habitat.
- Minimum of 2-years' experience in nonprofit event management.
- Knowledge of nonprofit fundraising techniques.
- Possess interpersonal skills to work with and motivate staff, board members and other volunteers.
- A "self-starter" who is goal driven.
- Strong organizational and planning skills. Detail oriented. Able to manage several activities simultaneously.
- Excellent written and verbal communication skills.
- Ability to manage and analyze data sets, provide meaningful insights, and recommend follow up actions.
- Strong computer skills and donor database familiarity.

**To apply:**

Send cover letter outlining previous nonprofit event experience and resume to [heather@habitatventura.org](mailto:heather@habitatventura.org).

Applications will be accepted until position is filled. Candidates will be contacted for interviews on a rolling basis. Only short-listed candidates will be contacted.

Habitat for Humanity of Ventura County is an equal opportunity employer.