

# Job Description

## Events Planner

### Job Summary

The Events Planner is the point of contact for the planning and organizing of Central MN Habitat for Humanity public events. This role works with others to secure in-kind donations and other donor sponsorships for events. The Events Planner keeps complete event records and reports on event success.

### Responsibilities

- Plan and coordinate events of major fundraising and special events throughout the year (including The Breakfast for Humanity, Spotlight on Gratitude, Home Dedications, etc.). Organize the activities of staff through event planning committees.
- Ensure all event planning needs are met on a timely basis including all collateral material needed for event promotion (i.e., digital marketing, design, guest list generation, etc.)
- Coordinate the execution of events (i.e., obtain contracts with venues and caterers, hire other vendors, coordinate mailings, apply for necessary permits, etc.)
- Ensure compliance with insurance, legal, health and safety obligations for each event.
- Develop event budgets and manage expenditures within budget guidelines.
- Provide regular and timely reports and evaluations to stakeholders including Board members.
- Maintain orderly records and document event history.
- As needed, serve as event consultant to other staff, and assist other staff as assigned.

### Required Qualifications

#### Education, credentials, and experience:

- An equivalent combination of education and experience from which comparable knowledge and abilities can be acquired, may be considered.
- Experience working with sponsors, donors and prospects to non-profits.
- Demonstrated successful management experience of events.
- Valid driver's license with good driving record.

#### Preferred Knowledge, Skills, Abilities and Competencies:

- **Event Planning:** Develops, plans and coordinates engaging events for the organization.
- **Fundraising:** Knowledge of fundraising principles and experience with obtaining sponsorships, and experience in fundraising tools, such as donor databases, grant writing, and/ or online fundraising platforms.
- **Collaboration:** Works effectively with others, inside and outside the organization, to achieve shared goals.
- **Adaptability:** Readily considers new approaches and adapts quickly to change.
- **Business Perspective:** Applies knowledge of the industry to advance the organization's goals.

- **Planning and Prioritization:** Plans, organizes, and adjusts work activities and resources while mitigating risks and issues.

### Preferred Qualifications

#### Education, credentials, and experience:

- Demonstrated successful event planning management.

#### Physical requirements and work environment

- Sedentary work that primarily involves sitting/standing, often for prolonged periods.
- Medium work that includes moving objects up to 50 pounds in all directions on an occasional basis.
- The work is typically performed in an office environment with minor exposure to dust, dirt and conditions normally found on floor surfaces, desks, and furniture.
- The work is occasionally performed on construction work sites with exposure to dirt, dust, dampness, construction debris, extreme temperatures, warehouse and construction noises, fumes and odors from construction materials.

#### Hours of work and required travel

- 0.5 full time equivalent (FTE)
- Typical business hours are: Monday-Friday between 8:30 a.m.-5:00 p.m.
- Position will require flexible work hours which will include evenings and weekends.
- Flexible scheduling may be available.
- Hybrid scheduling (work from home) may be available.

#### Tools and equipment used

- Basic Proficiency in MS Office, email and use of the Internet.

<b>Job Title:</b> Events Planner	<b>Employment Status:</b> Part time: 0.5 FTE (1/2 time)
<b>Department:</b> Development	<b>FLSA Status/Pay Basis:</b> Hourly
<b>Reports to:</b> Executive Director	
<b>Date Revised:</b> April 23, 2024	<b>Supervises:</b> NA