



EVENTS MANAGER

LOCATION:

Chicago, IL

Overview: Habitat for Humanity Chicago (Habitat Chicago) is a nonprofit organization that works to champion healthy neighborhoods by investing in resident priorities, supporting homeownership and building quality homes. We believe in a world where everyone has a decent place to live and we invite people of all backgrounds, races and religions to work towards this vision together in our three focus neighborhoods of West Pullman, Greater Grand Crossing, and Austin.

Position Summary: The Events Manager is responsible for developing strategies, establishing goals and tactics, and project managing Habitat Chicago's special events and other donor engagement initiatives. The Events Manager supports the development team's efforts to grow revenue, assisting with the planning of an annual budget and operational plan, as well as monitoring performance.

The Events Manager reports to the Development Director and collaborates closely with the Senior Manager of Annual & Major Gifts, as well as the Senior Marketing & Communications Manager. This role directly manages and mentors our part-time Development Project Specialist, co-manages the Women Build Committee, and provides support to the Associate Board.

Key Responsibility: Events Oversight (80%)

- Develop strategy for, lead, and project manage key affiliate fundraising events including, but not limited to, Women Build, Annual Benefit, major donor build days, virtual engagements, and other events as developed.
- Oversee and guide project teams to meet annual revenue goals and create engaging experiences for attendees.
- Develop and project manage a calendar of high-quality stewardship and cultivation events; implement new tactics and continuously evaluate for improvements.
- Collaborate with the Senior Manager of Annual & Major Gifts on advancing affiliate's peer-to-peer fundraising efforts; collaborate with Marketing and Communications team to manage peer-to-peer fundraising site (NeonOne).
- Oversee and collaborate with the Development Project Specialist to manage and assume responsibility for all event logistics including venue selection and details, vendor selection and management, on-site requirements, and day-of-event management.
- Provide support, as needed, to the Senior Marketing & Communications Manager who will develop all event-related outreach and solicitation collateral.
- Coordinate production of event collateral including invitations, promotional items, signage, and others, including securing logos.
- Recruit and oversee all event volunteer committees and activities.
- Work collaboratively with Development, Construction, Volunteer, and Program staff to ensure events are well-integrated across the organization.
- Maintain up-to-date event records using Salesforce CRM and ensure consistent and timely reporting on event statuses.
- Research and roll-out new, high-quality event registration and management systems

Key Responsibility: Management & Strategy (10%)

- Supervise Development Project Specialist to ensure event needs and logistics are executed effectively, and the Associate Board receives quality oversight and support.
- Assist Development Director with the development and execution of the team's Annual Plan and budget.

Key Responsibility: Teamwork (10%)

As a key Development Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity.

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization
- Contribute enthusiastically to all organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Engage with all members of team, program participants, and core volunteers.

QUALIFICATIONS

- Bachelor's degree plus 3 years of event-planning experience, preferably within a nonprofit development department
- Experience managing committees, team members, volunteers, and outside vendors and relationships
- Experience with successful project management and effectively leading projects start to finish
- High level of computer literacy, including familiarity with Microsoft Office and CRM systems (Salesforce preferred)
- Excellent writing, analytical, and research skills
- Self-motivated, detail oriented, highly organized
- Personable, customer-oriented; ease with working with others and with delegating
- Must work well under pressure and with changing priorities
- Discretion with confidential materials
- Enthusiasm for nonprofit development work and willingness to proactively seek best practices and new ideas
- Commitment to problem solving, continuous improvement, curiosity and personal development
- Understanding and enthusiasm for Habitat for Humanity philosophy and willingness to advocate its mission

Successful Habitat team members share the following characteristics

- **Trust:** You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a "go above and beyond" attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver that works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

Position Details

Habitat for Humanity Chicago | 1100 W Cermak Rd., Ste. 404 | Chicago, IL 60608
 habitatchicago.org | 312.563.0296



Reports To: Development Director

Supervises: 1 part time staff member

Hours: Full-time; 8am-4pm plus evenings and weekends meetings as required.

Environment: The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have a desk, computer, and phone line in an open office environment.

Conditions: Must be able to lift 25 pounds and work at a computer for long periods of time.

Compensation: Salaried; ranging from \$62,000 to \$65,000, depending on experience, 30+ vacation/sick/personal days per year. 90% employer paid health insurance; access to dental, life, and 401k plans.

FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

Training: The position will begin with an onboarding period to become familiar with the organization's work and policies; they will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform their responsibilities.

To Apply: Please submit compelling cover letter and resume to helen.quach@habitatchicago.org with "Events Manager - Your Name" in the subject line by 7/1/2022. Successful applicants will be contacted for interviews.

Habitat for Humanity Chicago values a diverse and inclusive workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, sexual orientation, gender identity, age, handicap, religion, national origin or any other basis prohibited by applicable law.

