



Events Coordinator

The Organization:

Habitat for Humanity of Coastal Fairfield County builds communities and improves lives by eliminating substandard housing and creating affordable homeownership possibilities for families in Fairfield County. Habitat CFC has a proud thirty-six year history and well-earned reputation for success throughout the region. We are a developer with a commitment to “green” construction, a family service agency, non-profit financial institution, community advocate and provider of over 8,000 volunteer opportunities each year. Habitat CFC transforms abandoned properties into homes for tax paying, contributing community members. Since 1985 Habitat CFC has dedicated 272 homes and has helped more than 1,100 family members in Fairfield County. Our success rate is well over 95%. Our ReStore, located in Stratford, accepts donations of furniture, appliances and building materials, and then resells them. The proceeds from the ReStore help the organization build more affordable housing in Coastal Fairfield County.

Summary of the Position:

The Events Coordinator plays an important role in the Development Department coordinating in-person and virtual fundraising and affiliate events. This is a non-exempt, hourly position reporting to the Director of Development.

Responsibilities:

Events

- Manage all fundraising and affiliate events: Annual Benefit, Golf Tournament, Women Build events, Home Dedication ceremonies (approximately 12 per year), Annual Family Picnic, ReStore events and other affiliate events which may vary year-to-year. Maintain annual calendar of event activities and deadlines.
- Research venues, book entertainment, manage A/V, work with caterers and other vendors associated with events.
- Set up online fundraising platform pages for events. Manage registration process (online and mail), guestlists and ticket payments for events.
- Coordinate onsite logistics of events including set up/break down, registration, volunteer coordination, A/V and technology requirements.
- Solicit and process incoming event sponsorships and in-kind donations for silent auctions.
- Lead staff contact for event committees. Coordinate event committee meetings. Lead staff contact for the Women Build affinity group. Provide staff support to Women Build affinity group.
- Work with the Director of Communications & Outreach on promotional materials related to events. Where applicable, utilize templates for marketing materials.

Other

- Work with Director of Development and Donor Operations Coordinator to create event budgets and reconcile expenses.
- Take on additional projects assigned by the Director of Development.

Qualifications/Skills:

- BA/BS and related work experience.
- Commitment to Habitat for Humanity's mission and programs with knowledge of affordable housing issues.
- Strong team player. Excels in a team environment.
- Experience with in-person and virtual events.
- Excellent writing, verbal communications and interpersonal skills.
- Strong attention to detail and follow-through.
- Able to multi-task and perform well under deadline.
- Excellent computer skills including Microsoft Office. Familiarity with Constant Contact Raiser's Edge NXT, online fundraising platforms such as GiveGab, GiveSmart and desktop publishing a plus.
- Required to work some nights and weekends coordinating events.
- Willingness to help with the transportation and moving of items to and from events.

Physical Requirements and Work Environment:

- Occasionally lift equipment and materials weighing 25 pounds or more
- Ability to walk for extended periods of time
- May work at a desk or computer periodically for an extended period of time.
- Applicants must be currently authorized to work in the United States.

This is a non-exempt, hourly position (\$22 to \$25 per hour) reporting to the Director of Development.

Apply on indeed [here](#). Or send your resume and a cover letter detailing your interest in the position and relevant experience to kalvanson@habitatcfc.org.

Habitat CFC is proud to be an Equal Opportunity and Affirmative Action employer, and considers qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other protected factor under federal, state or local law.