



Habitat for Humanity of Orange County Job Description

Job Title	Engagement & Event Coordinator	Department	Fund Development
Reports to	Chief Fund Development Officer	Effective Date	October 2023
FLSA	<input checked="" type="checkbox"/> Exempt, <input type="checkbox"/> Nonexempt/hourly	Status	<input checked="" type="checkbox"/> Full-time, <input type="checkbox"/> Part-time

Job Summary/Position Overview:

The Engagement & Event Coordinator plays a key role in the planning, coordination and execution of events and engagement opportunities with corporate sponsors, gift-in-kind donors, community partners, affinity groups, donors, and volunteers. Responsible for planning, coordinating, and executing Habitat OC's signature events including fund-raising events, program events, and internal office events with support from the Fund Development team and other departments. Deepen engagement with event sponsors, gift-in-kind donors, community partners and volunteers with the goal of maximizing net revenue for fundraising events and minimizing expenses for non-fundraising events.

Duties/Responsibilities:

- Serve as an ambassador for Habitat for Humanity of Orange County, establishing and maintaining positive working relationships with staff, donors, volunteers, vendors, and venues.
- Plan and organize all aspects of our signature special events, including but not limited to Leaders Build Challenge, Building Dreams Breakfast, Groundbreaking Day, Framing Day, Dedication Day, Volunteer Appreciation Dinner, and TCA Golf Tournament.
- Plan and organize all aspects of other events as assigned such as Open Houses, trade shows and fair exhibits, community meetings, and donor events.
- Schedule, prepare for, and lead event planning meetings.
- Maintain, keep up to date, and organize all event planning documents including but not limited to invite lists, RSVPs, table assignments, logistical planning, catering, etc.
- Coordinate event logistics, timelines, planning, budgeting, and resources.
- Able to work cross-departmentally as needed for successful execution of events.
- Managing events and addressing potential problems that may arise.
- Provide real-time updates to pertinent staff.
- Maintain a working knowledge of the complex needs of a wide variety of events.
- Serve as liaison to the Women Build team by communicating with staff and leaders.
- Assist in the coordination and execution of Playhouse Builds with our corporate partners, including but not limited to tracking inventory of supplies, replacing, and purchasing materials as needed, securing spaces and parking, etc.
- Enter and maintain data and activity notes on Habitat OC's CRM platform for signature events and engagement opportunities.
- Provide administrative support including creating/processing invoices, scheduling meetings, and donor communication follow-up (thank you notes, receipts, etc.).
- Research event venues, vendors, and potential event sponsors.
- Implement process improvements to streamline the execution of successful events.
- Prepare event sponsorship packets, letters, and materials.
- Represent Habitat OC at speaking engagements and events.
- Perform other duties as assigned.

Skills and Knowledge

- Excellent interpersonal and communication skills including verbal, written, and proof-reading skills.
- Ability to manage multiple projects.
- Highly organized and detail oriented.
- Fantastic customer service skills.

- Ability to work independently in a fast-paced environment, using time productively to accomplish tasks and goals.

Education & Experience

- High school diploma required; bachelor’s degree preferred.
- Minimum of 1-2 years of special event planning experience, preferably in the nonprofit industry.
- Minimum of 1-2 years customer service experience required to ensure the highest customer service to staff, donors, volunteers, and vendors.
- Computer skills with an emphasis on Microsoft Office including Outlook, PowerPoint, Excel and Word.
- Prior experience maintaining donor/volunteer database records, preferably Raiser’s Edge NXT and/or Volunteer Hub.

Physical Requirements:

	Not Required	Occasional	Frequent	Constant
Bending		X		
Keying/Fingering			X	
Hearing				X
Reaching		X		
Seeing				X
Speaking				X
Standing		X		
Walking		X		
Lifting over 20 lbs		X		