



Position: Special Events Coordinator
Location: 601 E. Fifth Street, Suite 255, Charlotte, NC 28202
Department: Development
Reports to: Director of Development

ORGANIZATION

The mission of Supportive Housing Communities (SHC) is to provide affordable housing to alleviate homelessness and human suffering. The organization uses a permanent supportive housing approach, which links permanent, affordable rental housing with access to flexible, voluntary supportive services (health care, mental health/substance use treatment and employment services). The organization owns two housing complexes and utilizes privately-owned rental units scattered throughout Mecklenburg County to provide affordable housing options. As part of its housing model, SHC also provides comprehensive programs and services specifically targeted to provide the chronically homeless with the support and skills needed to remain stably housed and independent, including comprehensive case management, mental health counseling services, and supportive employment program.

POSITION AND RESPONSIBILITIES

The Special Events Coordinator will play an essential role in helping SHC achieve its fundraising goals by planning all logistics and fundraising outcomes for SHC events. The Special Events Coordinator is part of the Development team and reports to the Director of Development. The primary responsibilities of the Special Events Coordinator include, but are not limited, to the following:

- Develop, implement, and manage annual fundraising events.
- Build strategies for fundraising events that ensure maximum success.
- Responsible for a minimum fundraising goal of \$275,000 through events and/or other revenue streams.
- Solicit sponsors, attendees, silent auction and raffle items for events.
- Build event committees and lead committee meetings.
- Work with Marketing team to build out all resources needed for events, including sponsorship deliverables.
- Build and manage event budgets, by keeping track of revenue and expenses.
- Negotiate contracts with vendors.

- Project manage all fundraising events including building timelines, communication plans and achieving event deliverables.
- Perform any additional duties as assigned to support the mission of the organization.

EXPERIENCE AND EDUCATION

The ideal candidate will have the following capabilities and qualities:

- Bachelor's degree or equivalent experience
- Minimum of three years in non-profit fundraising and/or event planning
- Strong Microsoft Office Suite skills (Word, PowerPoint, Outlook, Teams)
- Experience using project management software such as Asana/Monday.com
- Outstanding interpersonal, written, and oral communication skills
- Excellent organizational and time management skills, including proficiency in prioritizing and managing multiple, diverse, and ongoing projects; attention to detail; and initiative and independence, combined with the ability to work well as part of a team.
- Comfortable working with deadlines and being flexible when unexpected opportunities arise.

COMPENSATION

The expected hiring range is \$50,000 - \$55,000, with a full benefits package.

HOW TO APPLY All inquiries, nominations and applications should be directed via email to jessica@aplacetoliveagain.org. Applicants must include a cover letter with resume to be considered for the position. Please also indicate where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted.

Supportive Housing Communities provides equal employment opportunities to all persons without regard to race, color, creed, age, sex, religion, disability, nationality, or sexual orientation, and promotes the full realization of this policy through a positive, continuing program of affirmative action.