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## Job Description

*Development and Community Relations*

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Department: Development and Community Relations  
Position Description: Events Specialist  
Employee Name:

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### JOB SUMMARY

The Events Specialist will provide support and coordination of Development department activities including fundraising and donor stewardship events, major donor cultivation and more.

### MAJOR AREAS OF RESPONSIBILITIES AND DUTIES

- Plan and coordinate several fundraising, community awareness and donor stewardship events each year.
- Coordinate donor engagement programs including our i58 sponsorship program, holiday engagement opportunities and resident gifts. Communicate and collaborate effectively with Hope Ministries staff and donors, aligning donors' passions and philanthropic goals with Hope Ministries' needs.
- Coordinate Empowering Women philanthropy group and serve as primary contact for members, facilitating opportunities for engagement through collaboration with Hope Ministries staff and external partners.
- Provide administrative support to the Chief Development Officer and major gifts staff including coordination of donor and prospect information, communications, meetings, collateral materials, reports, etc.
- Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises.
- Other duties as assigned.

### QUALIFICATIONS

- Spiritual Qualifications: Must have a lifestyle that demonstrates moral and ethical adherence to the teachings of the Bible and an expressed desire to minister to those who are poor, needy and homeless. Must agree with Hope Ministries' Mission Statement, Core Values and Statement of Faith.
- Education: High school degree required – college preferred.
- General Experience: Minimum two years' experience in a fast-paced office environment preferred. Excellent administrative, communication and organizational skills.
- Specific Experience: Demonstrated proficiency with Microsoft Office and relational database applications – administrative and clerical expertise. Demonstrated excellence in communication, writing and project management. Great attention to detail. Ability to work effectively with donors, members of the public and a variety of constituencies. Event coordination experience. Experience with a broad range of technology tools including Zoom and video. Practical experience in a Christian non-profit or para-church organization preferred.

**Reports to:** Major Gifts & Planned Giving Manager

Salaried/Exempt \_\_\_\_ Hourly/Non-exempt X

Work Schedule: Part-time; up to 29 hours per week. Flexible weekday hours, with occasional evening, weekend and holiday commitments.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_