

**SEARCH Homeless Services
Development Associate – Special Events Coordinator**

DEPARTMENT: Development
REPORTS TO: Vice President of Development

POSITION SUMMARY: The Special Events Coordinator works to produce events that raise funds and awareness for SEARCH Homeless Services.

DUTIES & RESPONSIBILITIES:

- Works closely with the VP of Development, Fundraising Chairs, and event committees to produce events that raise funds and awareness for SEARCH Homeless Services.
- Includes responsibility for two major fundraising events each year - Picnic with a Purpose (fall) and Annual Luncheon (spring), as well as various smaller-scale direct and third-party events that occur throughout the year.
- Organization, planning, and timely execution of hundreds of details along the way, including vendor negotiations, creating and coordinating promotional and print materials, revenue and expense tracking and reconciliation, and frequent communication/status updates for key players.
- Other related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree.
- 1 - 2 years of fundraising and/or event planning experience preferred.

ESSENTIAL SKILLS FOR SUCCESS INCLUDE:

- Relationship management.
- Strong attention to detail.
- Highly organized.
- Effective prioritization.
- Strong Excel skills.
- Polished written and verbal communication.
- Ability to work occasional nights and weekends.
- A commitment to SEARCH's mission and values, including the ability to display empathy for clients experiencing homelessness.

Interested candidates should submit a resume and cover letter to Lauren Anderson at landerson@searchhomeless.org.