



### **Special Events & Communications Manager**

Looking for an exciting opportunity where you can make a difference in the community? Bethany House Services (BHS) is looking for you. We have a perfect opportunity for you to join our staff as the Special Events & Communications Manager. Bethany House Services is a non-profit organization dedicated to empowering homeless and at-risk families with the solutions to achieve housing stability and long-term self-sufficiency.

#### **Description**

In this role you will be responsible for

- Work with the Development Director to achieve the agency goals for fundraising and capital campaign
- Developing, implementing, monitoring and evaluating the Special Events strategic plan and the Marketing strategic plan.
- For each event, provide concept development, budget management, event promotion, logistics, reservations, wrap-up and evaluation.
- Work with Event Committee members to make calls to gain sponsorship, auction item donations.
- Actively participate in Bethany House's fundraising activities.
- Coordination of special event volunteers including tracking hours and responsibilities.
- Coordinate and participate in all efforts to publicize the agency and its activities, services and events through publications, website and social media.
- Assist in preparing a variety of publications, programs and presentations for events.
- Attend meetings and represent agency in the community.
- Maintain agency website and create social media, Constant Contact, Facebook, Twitter, and Email Blasts.

#### **Job Requirements**

**Education:** Bachelor's degree or any combination of education, training, and/or experience equivalent to completion of a Bachelor's Degree in English, Communications, or related field.

**Experience:** Minimum of 3-5 years of work experience with a non-profit organization in fundraising events management and development with additional experience in marketing/PR.

- Desire to be an integral member of a high-functioning development team.
- Experience managing fundraising events for a non-profit organization.
- Fearless in asking for donations, big and small.
- Extensive project management experience.
- Creative design concept development skills and "out of the box" thinking preferred.
- Strong interpersonal and organizational skills including careful attention to detail.
- Experience in social media and website management is required.
- Experience working with designer & printer to produce quality printed materials.
- Experience working with media outlets to gain media attention to non-profit organization.
- Professionalism to successfully work with board level volunteers and high-level donors.
- Assist in preparing a variety of publications, programs and presentations for donor presentations and events.

Finally, you must have a valid driver's license, able to meet BHS vehicle insurance requirements and reliable transportation and successfully complete a criminal background check and drug test.

BHS offers a competitive cafeteria of benefits.

Interested?

Please email your cover letter and resume to [Mary Bennett Brown](#)

Bethany House Services

An Equal Opportunity Employer