



JOB DESCRIPTION

Title: Special Events Director	Employment Status: Full-Time
Department: Development	FLSA Status: Exempt
Reports To: Chief Development Officer	Supervises: N/A
Pay Range: \$65,000 - \$75,000	

Habitat for Humanity Central Arizona (Habitat) is looking for talented individuals who would like to join our award-winning culture to positively impact our community by building affordable housing, revitalizing neighborhoods, and improving communities throughout the Greater Phoenix area.

Driven by the vision that everyone needs a decent place to live, Habitat brings people together to build homes, communities, and hope. Since 1985, with the help of generous donors and volunteers, Habitat has been privileged to build more than 1,180 homes, affect more than 3,000 repairs and help improve a place called home for **more than 4,000 Arizona families**. To learn more, please visit habitatcaz.org or find us on Twitter [@habitatcaz](https://twitter.com/habitatcaz).

JOB SUMMARY:

Habitat for Humanity Central Arizona is seeking a dynamic and detail-oriented Special Events Director to lead the strategy, planning, and execution of our two signature annual fundraising events: the *Blueprints & Blue Jeans* gala and the *Fore the Build* golf tournament. Additionally, this role will assist with the planning and implementation of Habitat's annual giving society, Builder's Circle, member events including donor appreciation, cultivation, and educational events.

This role is critical to sustaining and growing the success of these events, which generate significant revenue and community visibility in support of Habitat's mission. The Special Events Director will work closely with the Chief Development Officer, Director of Individual and Major Giving, and Director of Institutional Giving to expand attendance, deepen donor engagement, and attract sponsors.

ESSENTIAL FUNCTIONS:

Event Strategy and Growth

- Develop and execute comprehensive event strategies to increase attendance, sponsorship revenue, and overall net proceeds
- Identify opportunities to enhance guest experience, donor engagement, and brand visibility
- Analyze event performance and recommend improvements for future growth

Planning and Execution

- Lead all aspects of event planning and logistics for the gala and golf tournament, including:
 - Event design, theme, and décor
 - Venue selection and coordination
 - Vendor sourcing and management (catering, AV, rentals, etc.)
 - Entertainment booking
 - Run of show development and on-site execution
 - Script writing and program flow
- Serve as staff liaison to the volunteer event planning committee(s)
 - Prepare agendas, materials, and communications
 - Guide committee members to support event success
- Ensure seamless execution of events from concept through post-event follow-up
- Support the Annual Giving Officer with planning and implementation of Builder's Circle events
 - Venue selection and coordination
 - Assist with script and run of show development

Budget and Revenue Management

- Develop and manage event budgets, ensuring alignment with revenue goals
- Identify cost-saving opportunities while maintaining event quality
- Work with development team to maximize sponsorships, ticket sales, and fundraising outcomes

Operations and Organization

- Maintain detailed project plans, timelines, and task tracking systems
- Ensure all event elements are well-coordinated and deadlines are met
- Oversee post-event reporting, including financial reconciliation and performance metrics

Success will be defined by:

- Effective execution of high-quality, engaging events
- Increasing year-over-year event attendance and sponsor participation
- Growth in net revenue year-over-year
- Strong collaboration with internal teams and volunteer committees
- Effective organization and management of complex event details

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to utilize effective communication and listening skills among a variety of audiences.
- Ability to understand Habitat and departmental operations, programs, goals, and initiatives.
- Ability to work effectively in a collaborative team environment.
- Knowledge and understanding of the benefits of major gift solicitation and planned giving vehicles.
- Ability to apply knowledge and understanding of the methods and practices of ethical fundraising.
- Self-starter and the ability to work independently and without supervision.
- Positive attitude and motivational drive.

EDUCATION, EXPERIENCE:

- Minimum 3–5 years of experience in event planning, preferably in nonprofit or fundraising environments
- Proven success managing large-scale events and multiple projects simultaneously
- Strong organizational skills with exceptional attention to detail
- Creative thinker with the ability to bring fresh ideas and energy to events
- Collaborative team player with strong interpersonal and communication skills
- Experience managing budgets and working toward revenue goals
- Ability to work occasional evenings and weekends as required by event schedules
- Possess a valid Arizona driver's license with a good driving record.
- Maintain commitment to continuous skill improvement and development by identifying appropriate learning experiences and opportunities.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- The ability to sit at a desk or in a meeting for extended periods of up to three or four hours at a time.
- The ability to speak and hear in order to give and receive detailed information through verbal communication in-person, using the telephone, and/or at internal & external meetings. Includes the ability to exchange ideas and convey detailed information accurately to staff, volunteers, and others.
- The ability to drive to and from work, event venues, vendors, donor/prospect locations.

WORK ENVIRONMENT AND CONDITIONS:

- Duties are performed in an office setting, performing detailed work sitting at a desk and working on the computer or in outreach to donors in the community.
- There may be periods of being on an undeveloped or construction site which may be of uneven terrain with exposure to dirt, dust, dampness, construction debris, extreme temperatures, construction noises, fumes, and odors from construction materials.
- Ability to work occasional nights and/or weekends.

TOOLS AND EQUIPMENT USED:

- Employee must be proficient in or able to use or learn to use office equipment such as computer, printer, phone, copiers, calculator, and other communication vehicles.

APPLY TO:

habitatcaz.org/careers

HFHCAZ is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.