



Amos House is a multi-faceted social service agency located in Providence, RI that serves the needs of the homeless, poor, and unemployed. In addition to operating the largest soup kitchen in the state, Amos House also offers housing, crisis intervention, counseling, and job training programs to men, women, and children in the community.

Title: Coordinator of Special Events

Reports to: Director of Development

Works closely with: President & CEO, Director of Development, and Board of Directors (Development Committee)

Job Purpose: Works with Development staff to plan and implement all fundraising special events, including logistics, corporate sponsorships, ticket sales, and team building. Communicates and markets the Amos House brand through those special events and works to build relationships with media for the advancement of events by developing and implementing communication campaigns; maintaining promotional event materials and inventory; preparing reports.

Special Event Job Duties:

- Works with Development Director to identify special events calendar with appropriate budget goals for three major events (Get Gored for Good, Charity Golf Tournament, and Fall Event), as well as other smaller and third party events throughout the year.
- Secure corporate sponsorships;
- Manage negotiations for all event logistic needs: arrange food and beverage, order supplies, equipment, order event signage
- Assist with preparing budgets and provide periodic progress reports for each event project;
- Keep track of event finances including check requests, invoicing, and reporting;
- Build and organize event committees;
- Build event involvement through ticket sales, team building, or other methods;
- Create, implement, and track event communications, including plans for print, radio, television, and social media.
- Stewardship of sponsor and participant relationships.
- Upkeep of special event specific websites.
- Increase visibility of Amos House through placement of event related stories in media.
- Work to increase the strength of the overall Amos House brand through unification of event collateral, message, and style.

Qualifications:

- Bachelor's degree required, minimum of 5 years related experience preferred.
- Proven experience in follow through and attention to detail.
- Excellent communication skills, both written and verbal.
- A passion for Amos House's mission of providing life-changing opportunities to those in need.
- Donor database management experience preferred proficiency in MS Office and Raiser's Edge.
- Ability to work flexible hours at times.
- Ability to lift at least 50 pounds.
- Valid driver's license.

We are seeking a team player who is passionate about organizational excellence and committed to Amos House's mission and vision.

Amos House encourages a diverse work environment and is an equal opportunity employer. We offer excellent benefits and a competitive salary.

Please submit resume, cover letter, and salary requirements to:

Jessica Salter, Director of Development
460 Pine Street, Providence, RI 02907
or via email at jsalter@amoshouse.com.