



**Job Title:** Special Events Manager  
**Department:** Resource Development  
**Supervisor:** Director of Individual and Corporate Giving / Special Projects  
**Direct Reports:** Development Associate  
**FLSA Status:** Exempt  
**Approval Date:** September 11, 2024  
**Pay Range:** \$58,000 - \$60,000 annualized plus full benefit package  
**Schedule:** Monday – Friday; 8AM – 4PM with the flexibility for nights and weekends

**ORGANIZATION OVERVIEW:**

Founded in 1981, Pensacola Habitat for Humanity is a non-profit, non-denominational, Christian ministry whose purpose is to improve communities through sustainable partnerships. Having built and renovated more than 1,600 homes, Pensacola Habitat seeks new and innovative ways to positively impact the community through various meaningful projects, including our Home Buyer and Community Development programs. Pensacola Habitat for Humanity offers unique financing opportunities to qualified applicants to provide affordable homeownership in Escambia and Santa Rosa counties. We are also the ONLY Habitat for Humanity affiliate who is also a NeighborWorks Charter Member. Pensacola Habitat is an affiliate of Habitat for Humanity International and follows HFHI’s non-proselytizing policy.

**Our mission:** Seeking to put God’s love into action, Pensacola Habitat for Humanity brings people together to build homes, communities, and hope.

**Our vision:** A world where everyone has a decent place to live.

**GENERAL DESCRIPTION:**

The Special Events Manager will plan, organize, and staff diverse events as part of the resource development calendar. This position works in tandem with other volunteer and department staff to schedule, plan, promote, implement, and follow up on a full calendar of events for targeted audiences.

**CORE RESPONSIBILITIES:**

- Coordinate and assist in the planning and execution of a diverse range of events, including the annual Gala, home dedications, volunteer and donor recognition events, stakeholder gatherings, fundraisers, and special builds such as Women Build and Faith Build. Events may also include staff, board, and committee celebrations.
- Develop, manage, and track event timelines, activities, and budgets, ensuring all financial aspects are reconciled with the finance team.
- Oversee all event logistics, including communications, reporting, and post-event activities, such as gathering feedback, conducting satisfaction surveys, and preparing thank-you acknowledgments.
- Manage and update guest invitation lists, send out invitations, and oversee RSVP tracking.
- Collaborate with the Volunteer Services Manager to ensure sufficient volunteer staffing and meaningful engagement during events.
- Assist the Director of Individual and Corporate Giving / Special Projects with various tasks as needed to support event success.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Must have the ability to multitask
- Must be able to work both in a team and independently
- Excellent organization, communication, and relationship building skills
- Proficient in Microsoft Office

- Will have strong attention to detail
- Able to lift up to 25lbs.

**EDUCATION, EXPERIENCE:**

- Bachelor’s degree in communications, marketing, public relations, or a related field preferred.
- Minimum of 2 years of experience in event management, fundraising, or nonprofit event coordination.
- Proven experience with database management and event planning software (e.g., Salesforce, Eventbrite, Qgiv or similar platforms).
- Strong organizational, communication, and interpersonal skills to manage diverse teams and stakeholders.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

This position is primarily performed in an office setting and may require sitting for long periods of time. On occasion, this employee may work offsite and perform other tasks that may require repetitive lifting of up to 25lbs.

This position requires a valid state driver’s license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

Please note that this job description reflects the essential functions for this role but is not designed to be comprehensive and does not restrict the tasks that may be assigned. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**BENEFITS**

- |                              |                            |
|------------------------------|----------------------------|
| • Health Insurance           | • Cancer Insurance         |
| • Dental                     | • 403(b)                   |
| • Vision                     | • Monthly Wellness Benefit |
| • Short/Long Term Disability | • Paid Time Off            |
| • Life Insurance             | • Holiday Pay              |
| • Accident Insurance         |                            |

*Pensacola Habitat for Humanity provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*