



The Leader of Houston's New Majority®

Special Events Director

Job Description

- Collaborate with the President & CEO in setting, meeting, and exceeding event revenue goals as a part of the organization's annual fundraising plan, while continually researching and identifying new and/or unique fund development opportunities
- Oversee all activities related to the Chamber and Foundation Initiatives including promotion, development, and implementation of programs and services
- Work closely with the President & CEO to craft strategy, plan, develop, and execute all logistics of our signature fundraising events which includes the confirmation of sponsors, participants and vendors prior to the event, on-site management, and post-event follow-up
- Manage relationships with in-kind sponsors, contractors, key leaders/volunteers, and other individuals responsible for successful special events, both in-person and virtual
- Collaborate with the President & CEO and the CFO to ensure events meet or exceed budget income and expense projections, reconcile event income and expenses, and provide financial detail reports
- Secure and organize all in-kind contributions to use for promotional and/or revenue generating purposes.
- Create and provide consistent and organized event timelines (documents should be regularly maintained and shared/available to staff)
- Work with the CFO to maintain budgets for all signature events, ensure events meet or exceed budget income and expense projections
- Collaborate with the President & CEO to produce event materials (invitations, promotional, signage, etc.), social media content and programming, and other creative marketing in support of special events
- Communicate volunteer needs for events and collaborate with external partners to identify volunteers, staff and others with event set up and day-of operation
- Participate and support the President & CEO with meeting preparation and producing meeting recaps
- Create and maintain detailed event summaries for each event that can be archived and referenced for future use

Required Skills

- Bachelor of Arts Degree and **five (5) years of professional experience**, including managing events and programs & services (preference given to non-profit experience)
- Bilingual (English/Spanish) preferred
- Experience in event planning and execution
- Self-starter, able to perform and complete tasks independently, and be willing to learn new skills and motivated for continual improvement
- Excellent writing skills and experience supervising the production of materials such as event invitations, programs, and collateral
- Excellent oral communications skills in one-on-one, small group and large group settings
- Outstanding organizational skills and attention to detail; ability to manage multiple projects, meet frequent and/or demanding deadlines and be self-disciplined about work prioritization and time management
- Demonstrate creative thinking skills
- Ability to handle sensitive and confidential situations and exercise appropriate discretion
- Enthusiasm for the mission of the Chamber
- Excellent communications skills, with a proven record of engaging with individuals and organizations at all levels
- Ability to take feedback and apply changes in a quick, efficient manner
- Professional demeanor (dress, presentation, etc.)
- Strong Computer Skills with knowledge and proficiency in Outlook, Excel, Word & PowerPoint
- Demonstrated commitment to creating and sustaining a positive workplace

Resume with cover letter should be Emailed to hadmin@houstonhispanicchamber.com.