



JOB DESCRIPTION

Job Title: Special Events Manager
Reports to: Assistant Director of Development
Classification: Exempt

ABOUT HOUSTON HABITAT FOR HUMANITY

Committed to a world where everyone has a decent place to live, Houston Habitat for Humanity's work includes new home construction, home rehabilitation and disaster repair, infrastructure development for new communities, neighborhood revitalization and guiding Houston families to become homeowners. Houston Habitat has built more than 1,300 homes in 15 Houston neighborhoods, including the Fifth Ward, Clinton Park, Settegast, Sunnyside, and Third Ward. In addition to building, the organization has repaired homes throughout Houston following natural disasters. Since Hurricane Harvey, Houston Habitat has repaired more than 900 homes for families without the resources to make repairs.

The values that underpin and shape our work and approach are:

- **Respect.** Be open, transparent, and inclusive. Listen without judgment. Treat others as they desire to be treated—value differences.
- **Accountability.** Honor commitments or communicate if you cannot do so. Own your words, actions, and results.
- **Effective Communication.** Communicate with empathy, clarity, and purpose. Practice active listening—listen to understand, not to respond. Ask clarifying questions to gain and confirm understanding. Create a space where it is safe to speak.
- **Mission Driven.** Be intentional in using knowledge, expertise, and influence to advocate for and advance the mission.
- **Entrepreneurial Attitude.** Be a lifelong learner open to personal and professional development. Seek continuous improvement and transformative change, embracing innovation, strategic thinking, and agile execution.
- **Leadership Mindset.** Be courageous. Serve first, empowering and uplifting others while demonstrating compassion and support. Create a joyful environment.

POSITION OVERVIEW

Houston Habitat for Humanity is seeking a dynamic, creative, and people-loving Special Events Manager to bring our mission to life through unforgettable experiences.

From joyful home dedications to inspiring donor receptions and high-energy volunteer and staff events, this role is all about creating moments that connect people to purpose. The Special Events Manager will lead the strategy, planning, and execution of events that celebrate homeowners, engage supporters, celebrate Houston Habitat staff, and fuel philanthropic growth all while showcasing the heart of Houston Habitat.

We are looking for someone who thrives in the action; someone who can manage moving pieces with confidence, build strong relationships with volunteers and vendors, and bring warmth and hospitality to every interaction.

The ideal candidate is organized but not rigid, calm but energized, strategic but creative, and able to see the big picture while managing the smallest details.

RESPONSIBILITIES

Event Strategy and Execution

- Lead the full cycle of impactful events from concept and vision to flawless execution

- Produce donor receptions, volunteer appreciation gatherings, staff celebrations, home dedications, cultivation events, and fundraising experiences that inspire generosity
- Develop event timelines, project plans, run-of-show documents, and contingency plans
- Coordinate venues, catering, audiovisual needs, décor, photography, and vendor services
- Serve as a confident on-site lead, ensuring seamless guest experiences and smooth real-time problem-solving
- Partner with and energize volunteer leaders and event committees
- Manage multiple events simultaneously with focus and enthusiasm

Donor and Community Engagement

- Collaborate with Development colleagues to design experiences that strengthen donor relationships and inspire giving
- Build invitation lists in partnership with fundraising staff
- Coordinate invitations, RSVP management, and guest communications with a hospitality-first mindset
- Support post-event stewardship follow-up and attendee engagement
- Maintain accurate attendance records and donor engagement data in Salesforce

Communications & Collaboration

- Partner with the Communications team to craft compelling invitations and promotional materials
- Support event storytelling through digital and social media outreach
- Coordinate internal planning meetings and ensure clear internal communication

Operations & Budget Management

- Develop and manage event budgets and expense tracking
- Negotiate vendor contracts and cultivate strong, professional vendor partnerships
- Maintain event records, files, and documentation
- Oversee registration systems and data capture processes

QUALIFICATIONS

- 2 -3+ years of experience in nonprofit events, development, hospitality, or related field
- Demonstrated ability to coordinate complex projects and manage multiple deadlines
- Strong interpersonal skills and comfort interacting with donors, volunteers, and community partners
- Exceptional organizational and problem-solving abilities
- Excellent written and verbal communication skills
- Experience working with CRM databases (Salesforce preferred)
- Proficiency in Microsoft Office (especially Excel and Outlook)
- Ability to work occasional evenings and weekends for events
- Ability to perform the essential functions of the job; reasonable accommodation available
- The ability to perform in an office setting and outdoors (heat, humidity, rain, and cold)
- Commitment to Houston Habitat for Humanity's mission and values

COMPENSATION AND BENEFITS

Salary Range: \$66,000 – \$74,000 annually, commensurate with experience

Houston Habitat for Humanity offers a competitive salary based on experience, along with a full benefits package that includes health, dental, and vision insurance, paid time off, retirement contributions, and professional development opportunities. We are committed to fostering a collaborative and supportive workplace where staff can grow while contributing to meaningful impact in the Houston community.

To apply visit: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/3996714>

Houston Habitat for Humanity is an Equal Employment Opportunity Employer