



Events & Development Specialist Job Description

Family House serves as a home away from home for families of children with cancer and other life-threatening illnesses by providing physical comfort and emotional support, free from financial concerns. Family House is more than just a place to stay – it's a supportive community of people who are dedicated to providing a caring environment for the entire family while their child is undergoing treatment.

Family House is a small staff of compassionate, collaborative and growth-oriented team members dedicated to serving critically ill children and their families who come from all over the world to be treated in San Francisco. We are looking for fellow colleagues who possess a strong commitment to embodying our values of care, comfort and compassion.

Job Summary

Family House is looking for an Events Specialist to help collaborate on and execute a roster of three signature and special events to engage existing and prospective donors as well as provide administrative support to the Chief Executive Officer (CEO). In this role, the Specialist will be responsible for event logistics and preparation, research of event attendees and event communication for all events including fundraising, donor cultivation and stewardship and volunteer events and community engagement activities. This position requires big-picture and team-oriented thinking to help create an overall vision and strategy for Family House's events. Additionally, the Specialist will provide administrative support to the CEO on an as needed basis with a focus on scheduling and communications. This is a full-time, exempt position and will be required to work in the office at least four days per week.

Pay range

\$65k - \$75k annually

To Apply, please email resume and cover letter to Jon Hodo at jhodo@familyhouseinc.org

Reporting Relationship

This role reports directly to the Chief Financial Officer.

Essential Duties and Responsibilities

(Please note that management reserves the right to change, modify, and/or alter any of the duties listed below to meet business demands).

EVENTS PRODUCTION (80%)

In partnership with the CFO and event management consultants, support all aspects of planning, production and post-production of signature events including create and maintain event



timeline and budget; assist with negotiating vendor contract; manage event registration and auction systems and build run of show and day-of logistics.

Responsible for the management and executions of auction including tracking items and sponsorship; data entry of items into appropriate auction/event systems and migration to donor CRM; oversee day of activities and manage auction item redemption.

Execute communication timeline and work directly with the Marketing Manager on all promotion collateral such as emails, social posts, website, invites, postcards, and auction booklet.

With CFO and Event Chair, create and distribute event committee meeting agenda, minutes and supporting reports and documentations and act as main staff liaison for event committee.

In coordination with the Development Department, support the create and maintain sponsorship tools, assist with researching and analyzing past sponsors and attendees; solicit auction and in-kind donation when needed; execute prospective and existing donor research for event preparation.

ADMINISTRATIVE SUPPORT (20%)

Provide support for the Chief Executive Officer on communication and scheduling when needed.

Provide backup support for gift processing, acknowledgement letter production and other mailings, especially during high value season.

Work with the Community Engagement Department, assist with larger community events, board meetings and provide support when needed for community engagement activities.

QUALIFICATION REQUIREMENTS:

Education and/or Experience

- Minimum of 3 years in related experience in non-profit event production or other related field or Bachelor degree in related field
- Strong organizational skills, excellent attention to details and ability to manage multiple competing assignments, projects and deadlines required.
- Strong written and verbal communications, including digital communication; ability to communicate with a variety of individuals required.
- Knowledge of and/or familiarity with event and data technology platforms and software such as Salesforce or other CRM, Greater Giving, Contant Contact, Microsoft Suite, zoom
- Ability to work nights and weekends for events or deadlines as needed.



Employee Benefits

Family House offers a competitive, comprehensive benefits package including: healthcare benefits, flexible spending accounts, 403(b) plan with an employer match, accrued sick leave and vacation and disability coverage.

Equal Employment Opportunity

Family House Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information. Family House seeks candidates whose skills, personal and professional experience, have prepared them to contribute to our commitment to provide compassionate heartfelt care and hospitality to the families and team we serve.

Commitment to Diversity, Equity, and Inclusion

Fostering a community where everyone can connect, belong, and grow.

At Family House, we embrace the diverse backgrounds, cultures and experiences of every person that walks through our doors. We are committed to building an inclusive community, nurturing a culture that is welcoming and supportive, and engaging in dialogue that deepens our understanding of each other and our roles in strengthening our home and life for all.