



Job Title: Events Manager

Mission Statement: LifeHouse is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. LifeHouse of Houston Inc., is a 31 year-old housing ministry for young women ages 12 and older in an unplanned pregnancy. Our desire is to turn the challenges of unplanned pregnancies into opportunities for growth for pregnant women and to ensure life for their unborn babies. We facilitate this by providing a Christian family home setting under-girded by counseling, life skills instruction, education, and post-partum support. We have two homes on adjacent properties in the Hobby area, one maternity care home for 6 women and one aftercare home for three women and their newborns. We have another aftercare home in the Third Ward that houses two women and their newborns. We also have a program called LifeLine that supports this same population with non-residential services.

Job Summary:

The Events Manager is responsible for managing all aspects of LifeHouse's community events that increase awareness of the LifeHouse mission, programs and services in the community as well as raise critical funds for the ministry. Ideally, this person works to identify and form partnerships between like-minded organizations, people, and companies that represent the LifeHouse brand and life-affirming values/movement. This person shares an administrative assistant with the Executive Director. The ideal candidate is a proven team leader and a detailed oriented person with a passion for the LifeHouse mission.

Qualifications: Passion for the mission of LifeHouse, which is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. Strong Christian faith, beliefs and lifestyle indicative of such beliefs.

Education and Experience: Bachelor's Degree and 1-3 years of nonprofit development and/or event management experience required

Location: Administrative office located within Houston city limits, and some travel between the South Houston campus near Hobby Airport and our Third Ward location

Department: Development

Job Status: Full-Time

Reports To: Director of Development

Job Responsibilities:

- Serves as event lead for any LifeHouse fundraising events such as the annual dinner, golf tournament and any future events.
- Work with office administration manager to follow stewardship chart, including all donor thank you notes.
- Manage event committees.
- Create and manage event related email campaigns through Constant Contact (in coordination with designers).
- Manage online marketing platforms such as social media.
- Manage designers to brand events and overall look and feel of LifeHouse.
- Coordinates with Marketing Manager to write and manage the design and production of event related communications collateral materials that include flyers, brochures, ads, logos, signage and displays.
- Assists the Director of Development in research and development of potential sponsorship relationships.
- Coordinates with Marketing Manager to ensure consistency of messaging and adherence to brand standards.
- Assists the Director of Development in managing budgets by monitoring and reporting project-related costs.
- Leads the Junior Board and all Champions of Life related events.
- Commits to praying for the spiritual well-being of the organization and provides leadership to those living in the home and to the rest of the staff.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

Physical Requirements:

- Ability to walk, stand, climb stairs, sit, bend, stoop, and drive a motor vehicle
- Some carrying or lifting (up to 20 pounds) is required.
- Ability to see, read, write, hear and speak clearly in order to communicate with staff, volunteers, donors, clients and visitors

Equipment Used: Telephone, copier, computer, other office equipment, vehicles, dolly

Work Environment:

- Office environment on LifeHouse property or donor/committee meetings offsite
- Typical work schedule is Monday – Friday, 9am – 5pm (flexible with some nights and weekends)
- Work schedule may be subject to change to meet the needs of the LifeHouse ministry
- Work attire is business/business causal depending on the location you are officing in
- The above job description is intended to describe the general nature and level of work being performed by an employee in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job.

Health Insurance:

Health insurance arrangements are evaluated annually and are subject to change. Currently, LifeHouse offers an employer sponsored, fully insured health plan to its full-time employees. LifeHouse covers 100% of the cost of the premium for the health plan for the FT employee. Spouse and dependent coverage premiums are not covered by LifeHouse.

**If you waive participation in the LifeHouse employer sponsored, fully insured health plan, LifeHouse is unable to enter into an Employer Payment Plan (EPP) or Health Reimbursement Arrangement (HRA) regarding health insurance.

Benefits: A benefits package will be presented at the time an employment offer is made.