



DEVELOPMENT & EVENTS SPECIALIST JOB DESCRIPTION

Development & Events Specialist

Status: Part-Time | 20 hours/week | Remote

Reports to: Director of Development and Operations

Position Summary

House of Champions is seeking a highly organized, technology-proficient Development & Events Specialist to support fundraising, donor engagement, communications, and event planning efforts. This role manages the organization's website and email communications, supports development activities, and leads the planning and execution of the annual benefit event.

The ideal candidate is dependable, self-motivated, and able to work independently in a remote environment while managing multiple priorities.

Key Responsibilities

Event Planning and Fundraising

- Lead planning and execution of House of Champions' annual benefit event.
- Coordinate event logistics, vendors, sponsors, volunteers, and communications.
- Support fundraising initiatives, sponsorships, and donor engagement activities.

Website and Communications

- Maintain and update the House of Champions website.
- Manage email communications through Constant Contact, including newsletters, event promotions, and fundraising campaigns.
- Monitor and respond to general organizational inquiries.
- Collaborate with leadership and the Digital Media Contractor to support communications efforts.

Development Operations

- Maintain donor records and generate reports using the ELEO donor database.
- Process and track donations, sponsorships, and event revenue.
- Support donor stewardship, acknowledgments, and development projects.

Qualifications

- Experience successfully leading and coordinating events.
- Experience with website content management systems and email marketing platforms (Vireoweb or something similar).
- Strong technology, organizational, and project management skills.
- Ability to work independently and manage responsibilities with minimal supervision.
- Reliable, responsive, and detail-oriented.
- Excellent written and verbal communication skills.
- Passion for the mission of House of Champions.

Ideal Candidate

You are a self-directed professional who enjoys combining technology, communications, event planning, and development work to support a mission-driven organization. You take ownership of your work, meet deadlines, communicate proactively, and thrive in a remote environment.

Compensation

\$25 per hour

How to Apply

Please email your Resume, Cover Letter, and 2-3 Professional References to development@houseofchampions.org. No phone calls please.