



#### Full Job Description

**Position:** Event and Development Specialist

**Center Location:** 3171 N. 93<sup>rd</sup> Street, Omaha, NE 68134

**Hours:** 40 hours per week; exempt

**Annual Salary:** Competitive; commensurate with qualifications and experience

EPS is seeking a detail-oriented Event and Development Specialist to join our Advancement team.

#### **Ideal candidates will be able to say yes to the following questions:**

- Are you passionate about events and community engagement?
- Are you detail-oriented, a self-starter, and have a history of successful events?
- Do you have a talent for innovation and creativity surrounding fundraising events?
- Do you have a successful history of working in a collaborative environment with others?
- Do your values align with EPS' life-affirming mission?

#### **Job Responsibilities:**

- Maintain frequent communication with direct supervisor, Associate Director of Advancement
- Complete gift acknowledgments weekly to EPS donors with phone calls and tax acknowledgment letters
- Maintain and update the EPS donor database
- Create community partnerships for EPS to educate and inform
- Assist the Associate Director of Advancement with donor cultivation and stewardship activities
- Contact donors via phone, mail, or email regularly
- Assist with all event logistics
  - Meeting and maintain event timelines
  - Assist with the development of event mailings and in collaboration with marketing
  - Oversee event registrations and assist with online event set-up
  - Assist with event promotional activities
  - Work with the Volunteer Coordinator to determine the number and roles of volunteers for the event
  - Work with the Volunteer Coordinator to reach out to EPS' church partnerships for the event
  - Assemble, communicate, oversee, and facilitate event committee meetings
  - Coordinate all vendors related to each event; cultivate relationships and evaluate proposals with Associate Director of Advancement
  - Other event duties as assigned
- Work in collaboration with the marketing team and donor messaging
- Complete any advancement administration tasks as needed
- Work as a liaison between EPS staff and the EPS Auxiliary
- Other duties as assigned

#### **Required skills**

- Detail-oriented individual, with the ability to complete multiple projects with overlapping project timelines
- Excellent communication and collaboration skills, with the ability to cultivate strong relationships with churches, businesses, and other partnerships as needed
- Strong event management skills, with the ability to organize event logistics and shift priorities as needed
- A calm and cool demeanor during high-pressure situations
- A learner mindset; we will hire and provide training for the right candidate
- At least 2 years of event coordination experience

**Desired skills**

- Experience with Bloomerang and OneCause
- Grant research experience is preferred
- Bachelor's degree in communications, event management or business preferred

**Nature and Scope of Accountability:** Hired by and reports to the Associate Director of Advancement.

**To Apply**

Email a cover letter and resume to Bri Breazier, Associate Director of Advancement:

[briannab@essentialps.org](mailto:briannab@essentialps.org)

**Job Type:** Full Time

Pay: \$45,000-\$50,000

**Benefits:**

- Paid time off
- Health Insurance
- 403(B)

**Schedule:**

- 8 hour shift

**Ability to Relocate:**

- Omaha, NE 68134: Relocate before starting work (Required)

**Work Location:** In Person