

# The Community House of Hamilton Wenham

## Position Agreement

*"Agreement to fulfill the accountabilities of the job"*

**Job title: Event Planner**

**Reports to: Executive Director**

**Pay Rate: negotiable**

**Type of position:**

**Hours:**

**Review Date: annual**

**Part-time**

**Variable: 8- 20 hrs/week**

**Results to be achieved by this position: How do I "fit" into CSHW?**

Your high level of performance is critical to the smooth and successful operation of The Community House. Our commitment is to consistently provide quality entertainment and enrichment opportunities for the residents of the two communities. We strive to be the "hub" of the community. You support the fundraising efforts which help us deliver on our mission. You enable the Executive Director to efficiently and effectively support the community, drive revenue, and exceed our constituents' expectations.

**Standards for this position: How do I know I'm doing a great job?**

1. In the absence of the Exec. Dir., CSHW runs smoothly and efficiently
2. Maintain cost consciousness
3. Greet every visitor and guest enthusiastically and warmly
4. Professional presentation and appearance
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Treat visitors and coworkers with respect
8. Ensure all fundraising meetings and events are executed smoothly and efficiently
9. Keep in confidence all business and client information (written and verbal)
10. Active committees are established and volunteers recruited to support the fundraising events.
11. Fundraising events are well planned, supported and executed.
12. Fundraising goals are set and achieved

**Work requirements for this position: What do I do?**

- Develop and implement the fundraising events for The Community House
- Work with Executive Director on setting annual budget and fundraising event goals for the organization
- Answer phones warmly and energetically
- Copy, fax, mail, and type as needed
- Attend staff meetings, as required
- Support and attend fundraising and program related functions
- Facilitate fundraising committee meetings
- Solicit sponsors and vendors
- Sell event tickets
- Solicit and encourage board member participation in selling tickets, committee support and soliciting sponsors
- Recruit volunteer support
- Prepare Thank You letters after each event
- Set up and break down tables and chairs for events
- Perform some light cleaning prior to events, if necessary
- Act as a liaison between caterers, guests, staff, board members and vendors
- Act as the Manager on Duty in the absence of the E.D.

**Other/special requirements for this position: "Intangibles"**

1. Consistently positive attitude
2. Take direction
3. Self-starter
4. Great people skills
5. Open minded and optimistic
6. Marketing and Customer service experience preferred
7. Innovate- Suggest ways to make things better/more efficient
8. Proficient in Microsoft Word, Excel, Outlook and Publisher

**Reviewed and agreed to by (employee):**

**Name:**

**Date:**

**Approved by (supervisor):**

**Name:**

**Date:**