

POSITION DESCRIPTION

June 2025



Job Title: Events & Engagement Specialist
Reports to: Director of Donor Engagement & Learning

Greater Houston Community Foundation is seeking an exemplary, detail-oriented, relationship-focused candidate who brings experience, skill, and passion to the organization.

The Events & Engagement Specialist for Greater Houston Community Foundation is responsible for planning, organizing, and executing the Community Foundation's events as well as building and maintaining strong relationships with prospective and participating multigenerational families. This exempt position serves as a cross-functional collaborator, engaging with internal teams and external stakeholders to deliver high-impact experiences that align with organizational goals. This role assists all departments to raise the visibility of the Community Foundation among its target audiences such as fundholders, clients, professional advisors, and community members.

The Events & Engagement Specialist position requires a strong commitment to working proactively in a team setting, sound project management skills, attention to detail, the ability to work effectively with staff, donors, clients, and other external partners while maintaining strict confidentiality, and strong interpersonal skills. This position requires regular in-person attendance in the office and at the Community Foundation events, occasionally on the weekends and during non-business hours.

Salary Range (Exempt): \$75,000-\$80,000

In addition to salary, the candidate will participate in robust employee benefits plans, including health and dental insurance coverage, generous PTO, and 401(k) with matching component.

Interested parties should submit their cover letter and resume via our [online application form](#). We will contact those candidates who most closely match our requirements.

Key Responsibilities

Event Planning & Execution

- Take full ownership of planning, coordinating, and executing annual learning programs and events for fundholders, clients, and external stakeholders. This includes leading all aspects of event management – from independently organizing internal and external planning meetings, developing run-of-shows, and managing program budgets, to overseeing catering, venue selection, vendor relationships, communications, day-of execution, and conducting thorough event after-action reviews.
- Provide timely updates to senior leadership and relevant stakeholders regarding program logistics and goals; works closely with the Director of Governance and Administration.
- Plan and execute the Community Foundation's quarterly family volunteer days, which includes but is not limited to vetting nonprofit partners and designing age-appropriate service activities, ensuring alignment between nonprofit needs and program objectives.
- Be responsible for the Community Foundation's 2025 Family Philanthropy Day, a major multi-generational volunteer event, including overseeing nonprofit partnerships, engaging student leaders in event planning, and handling all pre-event planning and day-of execution.
- Support staff outreach and relationship management relating to program participants.
- Use tech platforms, such as Salesforce, to streamline outreach, RSVP tracking, and reporting.
- Evaluate program effectiveness by tracking outcomes, gathering stakeholder feedback, and assessing long-term impact to propose improvements to structure and delivery.
- Perform all other duties as assigned.

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Youth & [Center for Family Philanthropy](#) Programming and Relationship Management

- Lead the full lifecycle of the Community Foundation's Family Giving Circle program, including curriculum development, recruitment, implementation, and stewardship of participating families.
- Facilitate student leadership meetings and mentorship opportunities, building skills and fostering a philanthropic mindset.
- Prepare reporting and metrics at Center for Family Philanthropy Advisory Committee meetings.
- Maintain a portfolio of current fundholders and cultivate prospective families.
- Perform all other duties as assigned.

Qualifications and Experience

- 5+ years of relationship management and event-planning experience in nonprofit or related field or activity.
- Demonstrates strong leadership and the ability to effectively manage up.
- Excellent project management skills, ability to plan workflows, handle multiple tasks simultaneously, manage details, solve problems, meet deadlines, and communicate progress regularly to all stakeholders.
- Proactive problem-solver with a drive for process improvement and innovation.
- Superior interpersonal, written, and oral communication skills across all levels; ability to work successfully with a variety of personalities and populations.
- A proactive, self-assured, collaborative, and professional approach to work, demonstrating entrepreneurial spirit and maturity. Experience with youth a plus.
- Software knowledge preferred: Salesforce and Microsoft Office suite; Pardot; Adobe Create Suite; and Canva.
- Ability to maintain confidentiality of donor and business information.
- Must reside in the Greater Houston region (relocation assistance is not available).

Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally.
- Ability to stoop, kneel, crouch, or reach frequently.
- Ability to remain in a stationary position 65% of the time.
- Ability to move about inside the office to access file cabinets, office machinery, etc. 35% of the time.

Remote Work Policy

For the foreseeable future, Greater Houston Community Foundation is committed to providing a hybrid-work arrangement for employees to work remotely on a regular basis. In addition, Greater Houston Community Foundation requires new hires to report to the office for at least the first two weeks of employment.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Greater Houston Community Foundation is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. Greater Houston Community Foundation does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.