



P.O. Box 1574, Union City, CA, 94587 * 510-909-9263 * helen@nhsfoundation.org

Job Title: Event Specialist

Application Deadline: June 20, 2025

Location: Fremont / Newark / Union City (onsite required for events and some planning, otherwise, remote for most work).

Job Type: Part-Time Contractor Position

Salary and Scope: Four events per year. Structure is open. NHSF will consider a monthly retainer or a per-event stipend not to exceed \$12,000 for the year.

About the Company:

The New Haven Schools Foundation is a 501(c)3 non-profit organization dedicated to supporting the students and schools of the New Haven Unified School District. Our mission is to reach out to parents, businesses, district employees, elected officials, and other members of the New Haven community to raise money for scholarships, classroom grants, and enrichment activities. Our goal is to help develop and empower every student to be productive, responsible, and successful. We light the way for the leaders of tomorrow.

About the Role:

We are seeking a highly organized and detail-oriented event planner to join our team. A successful candidate will be responsible for creating and executing an estimated four fundraising events per year— including our annual Diamonds in Education gala, Pathways to Success scholarship awards luncheon, Mutt Strut and New Haven Fun Run. Each event has a committee of board members with one board member as the nominal event chair and a spirit of collaboration is essential. The event planner will be the driving force in establishing the theme and goals for the events and the go-to person for leadership and coordination with committees, vendors, guests, sponsors, and stakeholders, ensuring that every event is a memorable and seamless experience.

This is a contract position on a 1099 basis. The event planner will work remotely from their own home or office. If needed, local committee meeting space can be provided.

Reports to: New Haven Schools Foundation Executive Director

Key Responsibilities:

- Attend all event committee meetings, and join monthly board meetings when requested. Collaborate with NHSF leadership, committee chairs and volunteers to understand their event goals, preferences, and fundraising targets.
- Develop and present event proposals, including concept, logistics, budget, and timeline
- Manage all aspects of event planning, including venue selection, vendor management, décor, catering, entertainment, audio-visual, and deliveries of supplies. We use BaseCamp for project management and collaboration.
- Responsible for administration and configuration of our event technology platforms, which currently include VBO Ticketing (for event ticketing), Greater Giving (for auction management), and Ford Timing Systems (for race timing).
- Oversee event set-up, execution, and breakdown, ensuring that all elements run smoothly and efficiently
- Communicate regularly with the committees, vendors, school district staff, event-day volunteers, and other stakeholders to keep them informed and address any concerns or issues



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- Conduct site visits to assess event venues and ensure that all necessary preparations are made
- Ensure accurate and complete collection of all donor and guest information, especially as it pertains to financial transactions. Direct oversight of registration and cashier tasks at each event.
- Ensure compliance with all legal, health and safety, accounting and insurance requirements
- Stay up-to-date with industry trends and emerging technologies to enhance event experiences
- Negotiate contracts and manage event budgets, ensuring that expenses are controlled and revenue is maximized, subject to approval by the Executive Director and Board of Directors.
- Promote events to drive ticket sales and fundraising activities, which may include design, print, and social media tasks.
- Store and organization documents and other event files in our Google Drive, where they are accessible to all board members.
- Store and organize event supplies in our storage facility in Union City.
- Provide exceptional customer service to all committees and event guests.
- Take the lead on handling event emergencies such as injuries or accidents.

Requirements:

- Passion for education and support for students and schools.
- Fundraising know-how is critical for success in this position.
- Bachelor's degree in business, event management, hospitality, or a related field preferred.
- 2+ years of leadership experience in event planning, preferably in a corporate or large-organization setting. A track record of fundraising success is desired.
- Strong organizational and project management skills, with the ability to multitask and work under tight deadlines
- Excellent communication and interpersonal skills, with the ability to effectively manage stakeholder relationships
- Strong attention to detail, with a focus on quality and professionalism
- Ability to think creatively and come up with innovative event concepts and solutions
- Proficiency in planning and promotion software and tools, including Google apps, Canva, and others. Ability to learn and deploy new applications effectively may be sufficient.
- Ability to work flexible hours, including evenings and weekends as needed
- If you are a driven and highly motivated individual with a passion for event planning, we would love to hear from you!

New Haven Schools Foundation values diversity and does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

To apply, please email your resume and a cover letter highlighting your experience and qualifications for this role. The deadline for applications is June 20, 2025.

Contact Information:

New Haven Schools Foundation
Helen Kennedy, Executive Director
helen@nhsfoundation.org