



Job Announcement

Title: **Special Events Coordinator**
Department: **Development**
Reports To: **Deputy Director of Development**
Status: **Non-Exempt**

Shanti is a San Francisco based non-profit that builds human connections to reduce isolation and improve quality of life.

OUR HISTORY: Dr. Charles Garfield founded the Shanti Project (Shanti) in 1974 as a young psychologist working on UCSF's oncology unit. It was there that he became aware of the profound isolation and loneliness experienced by so many of his patients as they faced a short life span. He resolved that no one should have to experience a life-threatening illness alone. And so, he began to train volunteers to provide sophisticated emotional and practical support while listening deeply, with compassion, to the stories and needs of people facing serious illness and death. This was the beginning of San Francisco Bay Area's **Shanti Project**, one of the first organizations in the world to train lay volunteers to treat what mainstream medicine does not and cannot treat - isolation and loneliness.

POSITION SUMMARY: The Special Events Coordinator will be a member of a dynamic, six-person Development team and will play a pivotal role in our annual fundraising success. This position offers an exciting opportunity to coordinate Shanti Project's two annual signature events: our canine-friendly Petchitecture gala, held in the spring, and Compassion Is Universal, held in the fall. The Special Events Coordinator will also support smaller events, including house parties. This role will collaborate with the Development team and outside event production company to execute all aspects of Shanti's events.

PRIMARY DUTIES:

- Coordinate event communication materials, including digital and print save-the-dates, invitations, website, social media, email reminders, sponsorship solicitations, and acknowledgements
- Partner with production company to support venue and vendor management, including BEO, floral, AV, entertainment
- Manage event budgets
- Collaborate with Development Team to identify, solicit, and coordinate individual and corporate sponsorships for annual events
- Oversee implementation and updates of event registration database
- Track event guests and support registration process
- Coordinate live auction and Fund-a-Need
- Support day-of event logistics, including load-in/load-out, supplies, and set up

QUALIFICATIONS/REQUIREMENTS: We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills, and experience as possible:

- A clear resonance with and commitment to Shanti's mission and values
- A minimum of 2-3 years of experience in event coordination, preferably in a non-profit setting
- Ability to thrive under event-related pressure
- Tremendous attention to detail and highly organized

- Excellent verbal and written communication skills, with ability to communicate with a variety of constituents by phone, email, and in-person
- Ability to prioritize tasks effectively, manage time well, and accomplish all key duties
- A collaborative working style with the ability to relate effectively with people from diverse backgrounds, as well as the ability to thrive individually
- Ability to seek support from supervisor and teammates when needed
- Strong computer skills including proficiency with Microsoft Office Suite
- Must be vaccinated for COVID-19 or willing to test weekly

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary and comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and Identity Theft Protection. A 403B saving plan is also available to all employees regardless of FTE status.

Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 15 paid holidays.

PHYSICAL REQUIREMENTS:

- Ability to work at a desk for an extended period of time

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates from people of all backgrounds.

APPLICATION PROCESS: To apply, please send a resume and a cover letter to Scarlett Chidgey, Deputy Director of Development at schidgey@shanti.org. Please no phone calls.