

Hosanna House, Inc.
“A place called hope!”
2010 Signature Events

Volunteer Job Description

2010 Signature Event: Summer Nights (August)

Purpose/Goal: Annually HHI hosts a “Summer Nights Dinner and Silent Auction” fundraiser at our 14-acre Sherwood property, an outdoor get-a-way and a true hidden treasure, tucked away in a secluded corner of Wilksburg and Forest Hills. A “themed” evening of dinner, entertainment event and a silent auction, this is an evening of fun for everyone.

Title/Position: Event Planner

Positions Available: 2

Key Responsibilities: Plan and execute fund raising event, which will generate \$20K after expenses. Monitor all activities designed to accomplish the task. Maximize resources and manpower. Provide periodic reports to the Executive Advisory Committee throughout the planning phase. Monitor and adhere to budget allotted for event.

Contacts: Community connections in the area of fundraising and administration.

Commitment:

- March 2010 through August 2010
- Monthly meeting with HHI Executive Advisory Committee until execution of the Summer Nights (August) 2010 event.
- Regularly scheduled meetings with your respective Event team until execution of event, minimally twice a month.

Required Skills:

- Primary – Self-starter, motivator, project management, delegation, budgeting, communications and organization.
- Secondary – Time management, interpersonal relations, and bookkeeping.
- Computer – Software: Word, Excel, PowerPoint, and Publisher.

Contact Jeannette Dawson at 412-342-1336 for additional information.

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