



Position Description: Gingerbread Home Build Event Planning Committee Member

MISSION:

SEEKING TO PUT GOD’S LOVE INTO ACTION, PIKES PEAK HABITAT FOR HUMANITY BRINGS PEOPLE TOGETHER TO BUILD HOMES, COMMUNITIES, AND HOPE.

The Gingerbread Home Build gathers Habitat families and community partners together to build Christmas cheer, friendly competition, and a more connected El Paso County community, while raising funds to build a Habitat home for a Veteran family.

PURPOSE

The purpose of this planning committee is to assist Pikes Peak Habitat for Humanity (PPHFH) staff with a Gingerbread Home Build event’s preorganization, sponsorship generation, marketing and communications, day of function logistics, and post-event review in support of PPFH’s annual Veteran Build. Recruitment of long-term donors, sponsors, and other committee members is key to the longevity and effectiveness of this event and to making Habitat homes a reality for Veterans in El Paso County.

STAFF ADVISOR

Iain Probert
Director of Strategic Partnerships
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STAFF ADVISOR

Sarah Bunch
Donor Relations Manager
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MEMBERS

Event Chair, and Committee Members (x4).

Support staff: Director of Strategic Partnerships, Donor Relations Manager, and Donor Relations Specialist

FREQUENCY

Meets the second and fourth Monday (June – January) of every month from 3:30 PM to 4:30 PM via Zoom conference beginning June 29th 2020 – January 11th 2021. No meeting December 28th 2020

EVENT DATE

December 1st, 2020

COMMITTEE MAJOR RESPONSIBILITIES

- Secure corporate and individual sponsorships to achieve/exceed budgeted revenue plan
- Procure gift in-kind contributions (materials/services with chair & staff approval) to offset planned expenses
- In conjunction with staff work to maximize public communications by securing at least one major media sponsor/supporter with preference being a local TV station affiliate of a national broadcaster
- Partner with PPFH staff as necessary for special projects connected to the Gingerbread Home Build, problem-solving, and consultation
- Take part in surveying funders/supporters and follow up with any after event action items
- Recommend draft budget plan (income/expenses) for following year event
- Assist with committee and event staffing for following years’ event by recommending to event chair at least one potential recruit for consideration
 - Measured by personally recruited and nominated individual filling out and submitting [Volunteer Committee Application form](#) by January 8th, 2021



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EXPECTATIONS

- Have a passion for permanent, affordable, and decent housing
- Be able to articulate in a convincing and sincere manner the importance of honoring Veterans and why homeownership opportunities for military service members and their families' is something very important and right to advocate for
- Members shall be expected to make the appropriate time commitment to attend and participate in meetings, reporting in advance of any planned absences
 - If unable to attend a meeting it is the expectation that the member will follow up without prompting, for a recap and any action items from event chair
- Actively participate in and contribute to meeting discussion/email exchanges by making ideas and feelings known
- Be available for day of the event program including set-up/take-down (typically 4:30 PM – 8:30 PM)
- Be good ambassadors for PPHFH and promote its mission
- Be willing to share PPHFH's story with others

QUALIFICATIONS

- Friendliness, a positive attitude, and a willingness to work hard to help ensure the success of the event
- Background/enthusiasm to learn in event planning/fundraising and/or communication and marketing strategies
- Must be 18 years or over in age

TRAINING

- Event orientation, construction site, and ReStore walkthroughs

BENEFITS TO THE COMMITTEE MEMBER

- Work with other concerned and passionate members of the community to ensure El Paso County's low-income Veteran families have the opportunity of safe, permanent, decent, and affordable housing

RECRUITMENT

- All persons interested in serving on the Gingerbread Home Build Event Planning Committee must submit a completed [Volunteer Committee Application form](#) to [Director of Strategic Partnerships](#)
 - Event Chair approved by Development Committee Chair and staff
 - Committee members approved by Event Chair and staff

2020 EVENT SPECIAL PROCEDURES

Should local, state, and/or federal regulations advise/dictate, the Gingerbread Home Build Event could either be held in person, virtually, or by some other means. The final decision for the event's format will be made by the PPHFH Board of Directors and Executive Director/C.E.O.