



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, 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
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STAFF ADVISOR

Sarah Bunch
Donor Relations Manager
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MEMBERS

Committee Members (x5).

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

FREQUENCY

Meets the second Monday (March – August) and second and fourth Monday of every month (September – January*) from 3:30 PM to 4:30 PM via Zoom conference

* No fourth Monday meetings in December or January

EVENT DATE

Delivery of kits: November 29th, 2021

Voting: December 1st to 15th, 2021

COMMITTEE MAJOR RESPONSIBILITIES

- Drive a successful campaign through partnership with PPFH staff as necessary for special projects connected to the Gingerbread Home Build, problem-solving, and consultation
- Secure corporate, organization, and individual builders (sponsorships) to achieve/exceed budgeted revenue plan – individually and as a group asking potential participants to sign up, build a gingerbread house, and share their work and passion to raise funds
- Procure lead corporate event sponsorships
- In conjunction with staff work to maximize public communications by securing at least two major media sponsor/supporters with preference being a local TV station affiliate of a national broadcaster, and radio station
- 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



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- Assist with committee and event staffing for following years' event by recommending at least one potential recruit for consideration as committee member
 - Measured by personally recruited and nominated individual filling out and submitting [Volunteer Committee Application form](#) by January 21st, 2022

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 advocating for homeownership opportunities for separated and retired military service members and their families' is right and worthy
- Members shall be expected to make the appropriate time commitment to attend and participate in meetings as well as occasional communications with potential campaign participants from the community, 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 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 when possible

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 Development Committee Chair and staff