



Serving the lesbian,
gay, bisexual
& transgender
community of
San Diego County
since 1973.

POSITION AVAILABLE

Position Title	Special Events Associate
Application Closing Date	Open until filled; interviews begin immediately and conducted on a rolling basis
Position Start Date	Immediate
Job Hours	Full time, exempt, some evenings and weekends required
Salary	\$48,000 DOE

POSITION SUMMARY

Under the direction of the director of development, the **Special Events Associate** designs, plans and executes a variety of Center fundraising events which are essential to the organization's fundraising goals. To achieve success, the Special Events Associate tracks expenses against budget, develops and manages timelines, and ensures smooth, efficient execution.

Further, the Special Events Associate is responsible for not only successfully meeting fundraising goals but also for generating new fundraising concepts that can grow existing events. Ideal candidates will be organized self-starters who are comfortable with telephone and in-person contacts.

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

QUALIFICATIONS

1. **Education and/or Experience:** A bachelor's degree preferred, but not required. One year development or event experience is required. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting
2. **Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.
3. **Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures.
4. **Language Skills:** Fluency in English required. Bilingual Spanish-English preferred.

Mailing Address
P.O. Box 3357,
San Diego, CA 92163

Street Address
3909 Centre Street,
San Diego, CA 92103

(619) 692-2077
(619) 260-3092 Fax

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To apply, send your cover letter, application, salary history and resume electronically to: Ian Johnson, Development Director, ijohnson@thecentersd.org. The application can be found online at www.thecentersd.org/pdf/jobs/employment-application.pdf.

Please note: We are unable to accept any phone or walk-in inquiries for this position. The San Diego LGBT Community Center is an Equal Opportunity Employer.