



# ShelterBox USA

## Description of Position

**Job Title: Director of Events and Community Engagement**

**Reports to: Marketing Director**

**Classification: Full-time, Exempt**

**Salary Range: \$85,000-\$110,000**

**Last updated: 6-18-26**

### **About the Company**

ShelterBox is a leading global nonprofit organization whose mission is to deliver humanitarian aid in the form of shelter and lifesaving supplies when natural disaster or political conflict devastates a region.

Our vision is of a world in which all people displaced by disasters and humanitarian crises are rapidly provided with emergency shelter. Our work makes ShelterBox USA a unique, exciting and meaningful place to work.

We are a fast-paced, high-performance team that is ambitious in our pursuits, passionate about our mission, and creative in our execution. We encourage professional development by exposing team members to all aspects of our organization. We're looking for qualified professionals who are innovative, align with our values, and who are passionate about helping people in need and inspiring others.

### **About the Role**

ShelterBox USA seeks an experienced fundraising and events professional to lead all fundraising events and community engagement activities for the organization. This leader will oversee the strategy, planning, execution, and growth of ShelterBox USA's event portfolio, including flagship events generating six- and seven-figure revenue outcomes.

Working closely with the President, Marketing Director, Development team, Board of Directors, and volunteer leaders, this position will drive event fundraising, sponsorships, table sales, donor stewardship, and event volunteer engagement while ensuring exceptional experiences that advance ShelterBox's mission.

### **Duties & Responsibilities:**

- Lead all ShelterBox USA fundraising and stewardship events.
- Develop annual event strategy, revenue goals, and growth plans.
- Lead and execute events generating six- and seven-figure fundraising outcomes.
- Develop sponsorship strategies and corporate partnerships for events.
- Create sponsorship packages and stewardship opportunities.
- Develop and execute table sales strategies.
- Recruit, mobilize, and lead volunteer host committees.
- Partner with board members and community leaders to expand event participation.



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- Recruit, train, and steward event volunteers and host committee.
- Support Santa Barbara fundraising and donor stewardship opportunities.
- Oversee venues, catering, AV, registration, logistics, and vendors.
- Manage event budgets and negotiate contracts.
- Ensure events reflect ShelterBox's mission and brand.

## **Desired Qualifications:**

- 10+ years of fundraising event leadership experience.
- Proven success managing million-dollar events required.
- Experience with sponsorship development and donor stewardship.
- Experience working with boards, volunteers, and major donors.
- Exceptional project management and communication skills.
- Passion for humanitarian work.

## **Success Measures:**

- Achievement of fundraising and sponsorship goals.
- Growth in sponsorship revenue and table sales.
- Expansion of host committees and volunteer engagement.
- Successful execution of all ShelterBox USA events.
- Increased donor retention and stewardship outcomes.

## **Supervision**

- No direct reports.
- May have temporary supervisory duties overseeing Event Volunteers

## **Work Environment**

This job operates primarily in an office environment located at 101 Innovation PI Santa Barbara, CA 93108. The role routinely uses standard office equipment such as computers, phones, copiers, and fax machines.

## **Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to work hours that exceed 8 hours per day and/or 20 hours per week including nights and weekends, especially during peak activity periods as approved by the manager.
- While performing the duties of this job, the employee is regularly required to sit or stand for up to 4 hours at a time; use hands to finger, handle, reach or feel and talk or hear. The employee is sometimes required to bend, lift and occasionally carry items up to 20 pounds. This job often requires climbing staircases as elevators are not present at all locations.
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and ability to adjust and focus.



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- Must be able to hear and speak effectively in English.

ShelterBox USA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ShelterBox USA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Note: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job as they may change at any time with or without notice.